

NOTICE OF REGULAR MEETING

ALTUS MUNICIPAL AUTHORITY

| DATE | TIME | PLACE |
|-------------------|---------|------------------|
| NOVEMBER 17, 2015 | 6:30 PM | COUNCIL CHAMBERS |

AMENDED AGENDA

Invocation - Kevin Baker - Martha Road Baptist Church

Pledge of Allegiance

1. Call to Order
2. Roll Call
3. Consent Agenda
 - a. Minutes Approval
 1. Altus Municipal Authority - Regular Meeting - Nov 3, 2015 6:30 PM
 - b. Receive and Acknowledge Receipt of Claims List
 - c. Budget Amendment in the Amount of \$26,500 Recognizing the Receipt of Loan Proceeds and Appropriating Them to be Spent on Capital Purchase for the New Engineer/PW Truck.
4. Receive Finance Reports (For Both AMA and City) for the Month of October, 2015 from the Chief Financial Officer.
5. Report on the Progress of the Rehabilitation of the Holloway and Round Timber Well Fields
6. Consider, Discuss and Vote to Authorize Staff to Obtain Formal Bids for the Purchase and Installation of Automatic Water and Electric Meters and Obtain Bank Bids for a Loan to Fund the Project or Any Other Appropriate Action - *Add-On*
7. Consider, Discuss and Vote to Authorize Chairman to Sign the Contract Approving Recommendation to Purchase Website Redesign and Hosting from CivicPlus (GSA Contract # GS-35F-0124U), 302 S. 4Th Street, Suite 500, Manhattan, KS 66502 And/Or Any Other Appropriate Action. - *Add-On*
8. Review, discuss and possible action on other new business, if any, which has arisen since the posting of the agenda and which could not have been reasonably foreseen prior to posting of the agenda. (25 O.S.A. Section 3 -111 (9))
9. Adjourn

The City of Altus encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the Mayor's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if signing is not the necessary accommodation. Call 481-2202 to make the necessary arrangements. We will accommodate you anytime and in every way possible. Just call and let us know your needs.

To be completed by person filing notice:

| | |
|----------|------------------------|
| NAME: | <u>Debbie Davis</u> |
| TITLE: | <u>City Clerk</u> |
| ADDRESS: | <u>509 S. Main</u> |
| | <u>Altus, OK 73521</u> |
| PHONE: | <u>(580) 481-2216</u> |

Filed in the office of the City Clerk/Treasurer at _____ a.m./p.m. on _____.

Signed: _____
Clerk/Deputy Clerk

**ALTUS MUNICIPAL AUTHORITY MEETING
MINUTES
NOVEMBER 3, 2015**

Invocation – Mark Olson
Pledge of Allegiance

1. CALL TO ORDER

The Altus Municipal Authority of the City of Altus, Jackson County met in regular session Tuesday, November 3, 2015 at 6:30 p.m. in the Council Chambers of City Hall. Notice of the agenda was duly filed and posted in the office of the City Clerk – November 2, 2015 at 12:43 p.m.

2. ROLL CALL

Present: Rick Henry, Jason Winters, Dwayne Martin, Perry Shelton, Jon Kidwell, Doyle Jencks, Chris Riffle

Absent: Kevin McAuliffe

3. PRESENTATIONS

Badge Pinning Ceremony for Fire Department Personnel

Acting Fire Chief, Kyle Davis recognized personnel from the Altus Fire Department for their promotions while their wives pinned the badges on. Promotions included: Greg Cross - Asst. Fire Chief, Joe Buchanan - Captain, Tim Sullivan - Captain, Shawn Parker - Captain, Benny Barnes - Lieutenant, Greg Nettleton - Lieutenant, Jacob Rose - Lieutenant, Michael Grayson - Driver, Chase Duncan - Driver, Blake Hasty - Driver, Mike Medlock - Driver, David Monroe - Driver.

These promotions are in recognition of their hard work and efforts to further their career.

Recognition of Combat Challenge Team

Acting Fire Chief, Kyle Davis recognized members of the Altus Dr. Pepper Combat Challenge for their efforts and winning during the year. Each different group in the Combat Challenge was recognized with one individual, Tommy Sadler, being recognized for the world record in the over 65 section.

4. CONSIDER THE CONSENT AGENDA LISTED BELOW AND VOTE TO APPROVE THE MINUTES, OR APPROVE WITH ANY CHANGES AS NOTED.

A. APPROVE MINUTES FOR THE ALTUS MUNICIPAL AUTHORITY MEETING ON NOVEMBER 3, 2015.

B. RECEIVE AND ACKNOWLEDGE RECEIPT OF CLAIMS LIST

Minutes Acceptance: Minutes of Nov 3, 2015 6:30 PM (Minutes Approval)

RESULT: APPROVED [UNANIMOUS]
MOVER: Perry Shelton, Councilman
SECONDER: Rick Henry, Councilman
AYES: Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley

5. **CONSIDER, DISCUSS AND VOTE TO AWARD BID #19130 FOR FIFTEEN (15) 25 KVA 13200 GrdY/7620, I PHASE, 240/120 VOLT PAD MOUNT TRANSFORMERS TO WESCO DISTRIBUTION OF AMARILLO, TEXAS AS THE LOWEST AND ONLY BID FOR A TOTAL PRICE OF \$36,615.00.**

RESULT: APPROVED [UNANIMOUS]
MOVER: Perry Shelton, Councilman
SECONDER: Chris Riffle, Councilman
AYES: Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley

6. **CONSIDER, DISCUSS AND VOTE TO AWARD BID #19120 TO BRIDGEWELL RESOURCES OF DIERKS, ARKANSAS FOR 35/3 AND 45/1 WOOD UTILITY POLES FOR A TOTAL BID PRICE OF \$10,693.00.**

RESULT: APPROVED [UNANIMOUS]
MOVER: Chris Riffle, Councilman
SECONDER: Doyle Jencks, Council Member
AYES: Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley

7. **CONSIDER, DISCUSS AND VOTE TO DIRECT THE PUBLIC WORKS DIRECTOR TO COMMENCE PREPARATION OF A FORMAL WATER CONSERVATION PLAN FOR THE CITY OF ALTUS.**

RESULT: APPROVED [UNANIMOUS]
MOVER: Jon Kidwell, Councilman
SECONDER: Perry Shelton, Council Member
AYES: Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley

8. **CONSIDER, DISCUSS AND VOTE TO AWARD BID #19140 FOR (5000) FEET OF #10 THHN STRANDED BLACK AND WHITE COPPER IN 1" SCHEDULE 40 RED HDPE CONDUIT, (5000) FEET OF 4/0 STRANDED ALUMINUM TRIPLEX (Monmouth) 600 VOLT SECONDARY AND (5000) FEET OF #2 STRANDED ALUMINUM 15 KV PRIMARY 220 MIL XLP URD CABLE IN 2" SCHEDULE 40 RED HDPE CONDUIT TO WESCO DISTRIBUTION OF AMARILLO, TEXAS AS THE LOWEST TOTAL BID PRICE FOR THE AMOUNT OF \$27,030.00.**

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Rick Henry, Councilman |
| SECONDER: | Doyle Jencks, Council Member |
| AYES: | Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley |

9. VOTE TO GO INTO EXECUTIVE SESSION AND RECORD AND VOTE ACCORDINGLY.

| | |
|------------------|--|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Perry Shelton, Councilman |
| SECONDER: | Jon Kidwell, Council Member |
| AYES: | Henry, Shelton, Martin, Jencks, Winters, Kidwell, Riffle, Smiley |

EXECUTIVE SESSION ITEM(S):

10. DISCUSS IN EXECUTIVE SESSION FOR THE PURPOSE OF CONFERRING ON MATTERS PERTAINING TO ECONOMIC DEVELOPMENT, INCLUDING THE TRANSFER OF PROPERTY, FINANCING OR THE CREATION OF A PROPOSAL TO ENTICE A BUSINESS TO LOCATE WITHIN THEIR JURISDICTION IF PUBLIC DISCLOSURE OF THE MATTER DISCUSSED WOULD VIOLATE THE CONFIDENTIALITY OF THE BUSINESS AND IN OPEN SESSION VOTE TO TAKE ANY APPROPRIATE ACTION, AS AUTHORIZED IN SECTION 307 (C)(10), TITLE 25 O.S.A.

11. CONSIDER ANY MOTIONS AND VOTES RELATING TO THE EXECUTIVE SESSION ITEM(S).

None

OUT OF EXECUTIVE SESSION AT 7:02 P.M.

ITEM # 10

No Action Taken – Update Only

12. REVIEW, DISCUSS AND POSSIBLE ACTION ON OTHER NEW BUSINESS, IF ANY, WHICH HAS ARISEN SINCE THE POSTING OF THE AGENDA AND WHICH COULD NOT HAVE BEEN REASONABLY FORESEEN PRIOR TO POSTING OF THE AGENDA. (25 O.S.A., SECTION 3-111 (9)).

None

13. ADJOURN - 7:07 P.M.

Jack Smiley, Chairman

Debbie Davis/Clerk/Treasurer

Minutes Acceptance: Minutes of Nov 3, 2015 6:30 PM (Minutes Approval)

Item No. _____

Date: November 17, 2015

AGENDA ITEM COMMENTARY

ITEM TITLE: Receive and Acknowledge Receipt of Claims List

INITIATOR: Cindy Young, Purchasing Tech.

STAFF INFORMATION SOURCE: Cindy Young, Purchasing Tech.

STAFF RECOMMENDATION: Stated AMA Action



City of

ALTUS

Altus, OKLAHOMA 73521 - (580) 477-1950

**A PROUD HERITAGE
A PROMISING FUTURE TO SHARE!**

**MAYOR
JACK SMILEY**

**CITY MANAGER
DAVID FUQUA**

COUNCIL
Doyle Jencks
Rick Henry
Chris Riffle
Jason Winters
Perry Shelton
Kevin McAuliffe
Dwayne Martin
Jon Kidwell

November 10, 2015

To the Honorable Chairman & Trustees of the Altus Municipal Authority
City of Altus, Oklahoma

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of said appropriation.

Dated this 10 day of November, 2015.

Jan Neufeld
Jan Neufeld
Chief Financial Officer

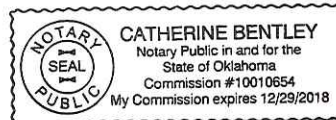
State of Oklahoma

County of Jackson

On this 10 day of November, 2015 before me
personally appeared *Jan Neufeld*, to me known to be the
person described in and who executed the foregoing instrument.

Catherine Bentley

My Commission Expires: 12/29/2018



MAILING ADDRESS: 509 SOUTH MAIN • ALTUS, OKLAHOMA 73521



Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-----------------------------------|-----------|-----------------------------------|---------------------------|---------|---------------|-----------|
| DEPARTMENT: 16 PW-W/S MAINT | | | | | | |
| 16-1220 | 01-01490 | CENTERPOINT ENERGY RESOURCEN | NATURAL GAS | 10/2015 | 201510290078 | 31.96 |
| 16-1148 | 01-043550 | NAPA AUTO PARTS | BATTERY | 10/2015 | 209441 | 200.58 |
| 16-1259 | 01-043737 | VERIZON WIRELESS | TELECOMMUNICATION SERVICE | 10/2015 | 9754066122 | 160.04 |
| 16-1233 | 01-13258 | BUGMASTER INC. | PEST CONTROL | 10/2015 | 201510280071 | 42.00 |
| DEPARTMENT TOTAL: | | | | | | 434.58 |
| DEPARTMENT: 19 PW-SANITATION | | | | | | |
| 16-1184 | 01-01430 | AMSCO STEEL PRODUCTS CO., I | Electrodes & nozzle shiel | 10/2015 | 17561 | 56.50 |
| 16-1195 | 01-043892 | WEBER DIESEL | injector | 10/2015 | 83099 | 440.19 |
| 16-1126 | 01-19256 | AIRGAS MID-SOUTH, INC. | Oxy, Acet, CO2 | 10/2015 | 9044618163 | 75.96 |
| DEPARTMENT TOTAL: | | | | | | 572.65 |
| DEPARTMENT: 21 PW-WATER TREATMENT | | | | | | |
| 16-1077 | 01-01093 | BRENNTAG SOUTHWEST, INC. | SODIUM HYDROXIDE | 10/2015 | BSW662262 | 5,040.00 |
| 16-0088 | 01-041208 | HD SUPPLY POWER SOLUTIONS, 15 KVA | POLEMOUNT | 10/2015 | 2919821-00 | 21,285.00 |
| 16-0972 | 01-06054 | FEDEX | SAMPLE SHIPPING | 10/2015 | 5-155-17485-1 | 106.31 |
| 16-1188 | 01-19039 | SOUTHWEST CHEMICAL, INC | POLYMER, CATIONIC | 10/2015 | 103218 | 4,479.00 |
| 16-1222 | 01-19380 | SOUTHWEST RURAL ELECTRIC AS | WATER WELL ELECTRIC | 10/2015 | 2469 | 80.50 |
| DEPARTMENT TOTAL: | | | | | | 30,990.81 |
| DEPARTMENT: 22 PW-ELECTRIC | | | | | | |
| 16-1016 | 01-01495 | ARKANSAS ELECTRIC COOP, INCL | AMPS, WIRE, AND POLELINE | 10/2015 | 03813785 | 3,046.01 |
| 16-1059 | 01-042154 | NORTHROP GRUMMAN | COMPUTERS | 10/2015 | 24387 | 17,902.00 |
| 16-1148 | 01-043550 | NAPA AUTO PARTS | BATTERY | 10/2015 | 209441 | 100.29 |
| 16-1259 | 01-043737 | VERIZON WIRELESS | TELECOMMUNICATION SERVICE | 10/2015 | 9754066122 | 772.71 |
| 16-1152 | 01-043940 | HI-LINE UTILITY, LLC C | TOOLS | 10/2015 | 1/J65050 | 255.52 |
| 16-1106 | 01-044073 | COAST TO COAST, INC | Toner | 10/2015 | A1394099 | 129.99 |
| 16-0361 | 01-045022 | UNIFIRST CORPORATION | UNIFORMS | 10/2015 | 833-1570438 | 571.49 |
| 16-1233 | 01-13258 | BUGMASTER INC. | PEST CONTROL | 10/2015 | 201510280071 | 52.00 |
| 16-1201 | 01-19229 | BRAND, JAMES C | BUILDING LOCKS | 10/2015 | 1327 | 135.50 |
| 16-0388 | 01-19548 | STUART C. IRBY CO. | POLELINE HARDWARE | 10/2015 | SOO9111975 | 3,792.00 |
| DEPARTMENT TOTAL: | | | | | | 26,757.51 |

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|--------------------------------|-----------|--------------------------|-----------------------------|---------|--------------|-----------|
| DEPARTMENT: 26 PW-WASTEWATER | | | | | | |
| 16-0464 | 01-01008 | ACCURATE LABS & TRAINING | CEAUGUST2015 MONTHLY TESTIN | 10/2015 | 5103021 | 370.00 |
| 16-1001 | 01-04029 | DANS HEATING & AIR COND | REPAIR OF HEATERS AT WEST | 10/2015 | 15149 | 181.28 |
| 16-0638 | 01-043166 | REYES ELECTRIC, L.L.C. | CHECK AND EVALUATE FLOATS | 9/2015 | 201510280075 | 250.00 |
| 16-0218 | 01-06054 | FEDEX | SHIPPING AND HANDLING | 9/2015 | 5-155-17485 | 310.25 |
| 16-1140 | 01-10000 | G-K-G INC. | HTH,GLOVES | 10/2015 | 72341 | 294.50 |
| 16-1105 | 01-11070 | TEMPLE L KIRBY | TIRE | 10/2015 | 368450 | 284.50 |
| 16-1233 | 01-13258 | BUGMASTER INC. | PEST CONTROL | 10/2015 | 201510280071 | 53.00 |
| DEPARTMENT TOTAL: | | | | | | 1,743.53 |
| DEPARTMENT: 28 PW-UTILITY SERV | | | | | | |
| 16-1230 | 01-25003 | KIMLY PANG | REFRESHMENTS | 10/2015 | 0812-48 | 92.00 |
| DEPARTMENT TOTAL: | | | | | | 92.00 |
| DEPARTMENT: 30 PW-METER SERV | | | | | | |
| 16-1236 | 01-043737 | VERIZON WIRELESS | CELL PHONE CHARGES | 10/2015 | 9754066123 | 83.66 |
| 16-1259 | 01-043737 | VERIZON WIRELESS | TELECOMMUNICATION SERVICE | 10/2015 | 9754066122 | 80.02 |
| DEPARTMENT TOTAL: | | | | | | 163.68 |
| DEPARTMENT: 35 ENGINEERING | | | | | | |
| 16-1236 | 01-043737 | VERIZON WIRELESS | CELL PHONE CHARGES | 10/2015 | 9754066123 | 60.75 |
| 16-1259 | 01-043737 | VERIZON WIRELESS | TELECOMMUNICATION SERVICE | 10/2015 | 9754066122 | 40.01 |
| 16-0830 | 01-043860 | RAYMOND GARCIA | WC 1509 | 10/2015 | 60 | 1,530.61 |
| DEPARTMENT TOTAL: | | | | | | 1,631.37 |
| FUND TOTAL: | | | | | | 62,386.13 |

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 55 - MAPS SALES TAX FUND (55)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-------|----------|------|---------------------|------|---------|--------|
|-------|----------|------|---------------------|------|---------|--------|

DEPARTMENT: 40 SALES TAX

| | | | | | |
|---------|----------|--|---------|------|----------|
| 16-0952 | 01-06150 | FOX, DRESCHLER & BRICKLEY, ASAC Survey & Site Plan | 10/2015 | 6975 | 4,250.00 |
|---------|----------|--|---------|------|----------|

DEPARTMENT TOTAL: 4,250.00

FUND TOTAL: 4,250.00

GRAND TOTAL: 166,434.88

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|----------------|-----------|--|--------------------------|---------|-------------------|-----------|
| | | | | | | |
| DEPARTMENT: 16 | | PW-W/S MAINT | | | | |
| 16-1071 | 01-044185 | HD WATERWORKS SUPPLY | INVENTORY | 10/2015 | e672585, e630235 | 2,970.70 |
| | | | | | DEPARTMENT TOTAL: | 2,970.70 |
| DEPARTMENT: 19 | | PW-SANITATION | | | | |
| 16-1125 | 01-01430 | AMSCO STEEL PRODUCTS CO., IContainer bottoms & rails | | 10/2015 | 17427 | 2,108.00 |
| 16-1251 | 01-01430 | AMSCO STEEL PRODUCTS CO., IContainer bottoms & rails | | 10/2015 | 17839 | 2,108.00 |
| 16-1224 | 01-044592 | ANDREW'S HEAT & AIR CONDITIDIAGNOSE & REPAIR HEATER | | 10/2015 | 1032 | 115.00 |
| 16-1223 | 01-06143 | FOX BLDG. SUPPLY | CONTAINER PAINT | 10/2015 | 33202946 | 135.04 |
| | | | | | DEPARTMENT TOTAL: | 4,466.04 |
| DEPARTMENT: 21 | | PW-WATER TREATMENT | | | | |
| 16-1165 | 01-03380 | R & R WATER CONDITIONING, LQUARTERLY SERVICE | | 11/2015 | 201511040105 | 60.00 |
| 16-1128 | 01-044108 | EVOQUA WATER TECHNOLOGIES LSODIUM CHLORITE | | 10/2015 | 902382551 | 9,655.31 |
| 16-1090 | 01-044978 | J AND G TWO-WAY | MOBILE TWO WAY RADIO | 10/2015 | 201511050112 | 656.00 |
| 16-1313 | 01-19380 | SOUTHWEST RURAL ELECTRIC ASAID TO CONSTRUCTION OF | | 11/2015 | q-398 | 6,919.51 |
| | | | | | DEPARTMENT TOTAL: | 17,290.82 |
| DEPARTMENT: 22 | | PW-ELECTRIC | | | | |
| 16-1256 | 01-01430 | AMSCO STEEL PRODUCTS CO., IMETER PEDESTALS | | 10/2015 | 17680 | 899.00 |
| 16-0937 | 01-01495 | ARKANSAS ELECTRIC COOP, INCPOLELINE & URD HARDWARE | | 11/2015 | 201511050116 | 2,487.00 |
| 16-1248 | 01-01495 | ARKANSAS ELECTRIC COOP, INCURD & POLELINE HARDWARE | | 11/2015 | 03815572 | 260.00 |
| 16-1151 | 01-042250 | TEREX UTILITIES SOUTH | WINCH ROPE | 10/2015 | 90302750 | 229.86 |
| 16-1200 | 01-042250 | TEREX UTILITIES SOUTH | BUCKET COVER | 10/2015 | 90302852 | 200.11 |
| 16-1257 | 01-042862 | HALL'S FEED LOT & ELEVATOR METER PEDESTAL | | 10/2015 | 5852 | 2,900.00 |
| 16-1277 | 01-043166 | REYES ELECTRIC, L.L.C. | CONTRACT ELECTRIC | 11/2015 | 201511050115 | 1,250.00 |
| 16-1247 | 01-044319 | VILLAREAL, MIKE | BOOT REINBURSEMENT | 11/2015 | 201511050110 | 92.50 |
| 16-1287 | 01-045022 | UNIFIRST CORPORATION | UNIFORM RENTAL | 11/2015 | 8331574699 | 192.75 |
| 16-0901 | 01-06150 | FOX, DRESCHLER & BRICKLEY, | SURVEYING | 10/2015 | 6967 | 500.00 |
| 16-0720 | 01-15169 | OTT | BORING | 11/2015 | 3602 | 5,004.00 |
| 16-1127 | 01-15169 | OTT | BORING & TRENCHING | 11/2015 | 3606 | 3,600.00 |
| 16-1044 | 01-19246 | SOLOMON CORPORATION | TRANSFORMER PADDLES | 10/2015 | 270592 | 522.14 |
| 16-1017 | 01-20037 | TECHLINE, LTD. | URD, MARKING, & LIGHTING | 10/2015 | 1664433-00 | 654.46 |
| 16-1197 | 01-20037 | TECHLINE, LTD. | CRIMPER DIE | 10/2015 | 3082536-00 | 276.00 |
| | | | | | DEPARTMENT TOTAL: | 19,067.82 |

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|--------------------------------|-----------|-----------------------------|------------------------|---------|--------------|-----------|
| DEPARTMENT: 26 PW-WASTEWATER | | | | | | |
| 16-0639 | 01-01008 | ACCURATE LABS & TRAINING | CESLUDGE EAST WWTP | 10/2015 | 5129016 | 705.00 |
| 16-0983 | 01-11020 | KAY ELECTRIC, DBA | TEAR DOWN INSPECT PUMP | 10/2015 | 082527 | 500.00 |
| DEPARTMENT TOTAL: | | | | | | 1,205.00 |
| DEPARTMENT: 28 PW-UTILITY SERV | | | | | | |
| 16-1280 | 01-01300 | ALTUS POST OFFICE | DEPOSIT PERMIT #15 | 11/2015 | 201511040103 | 4,000.00 |
| 16-1290 | 01-12080 | LEE OFFICE EQUIPMENT, INC. | COPIER LEASE | 11/2015 | E1115 | 175.00 |
| DEPARTMENT TOTAL: | | | | | | 4,175.00 |
| DEPARTMENT: 35 ENGINEERING | | | | | | |
| 16-1101 | 01-044978 | J AND G TWO-WAY | Radio for New Truck | 10/2015 | 201511050111 | 328.00 |
| DEPARTMENT TOTAL: | | | | | | 328.00 |
| DEPARTMENT: 36 PW-LANDFILL | | | | | | |
| 16-1273 | 01-08052 | HARMON ELECTRIC ASSOC., INC | ELECTRIC SERVICE | 11/2015 | 201511030098 | 243.02 |
| DEPARTMENT TOTAL: | | | | | | 243.02 |
| FUND TOTAL: | | | | | | 49,746.40 |

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 55 - MAPS SALES TAX FUND (55)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-------|----------|------|---------------------|------|---------|--------|
|-------|----------|------|---------------------|------|---------|--------|

DEPARTMENT: 40 SALES TAX

| | | | | | | |
|---------|-----------|------------------|--------------|---------|--------------|------------|
| 16-1281 | 01-041301 | BANK OF OKLAHOMA | MAPS PAYMENT | 11/2015 | 201511050114 | 264,295.25 |
|---------|-----------|------------------|--------------|---------|--------------|------------|

DEPARTMENT TOTAL: 264,295.25

FUND TOTAL: 264,295.25

GRAND TOTAL: 485,127.34

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-------|----------|------|---------------------|------|---------|--------|
|-------|----------|------|---------------------|------|---------|--------|

DEPARTMENT: 25 ENTERPRISE SERVICES

| | | | | | | |
|---------|-----------|------------------|--------------------------|---------|--------------|------------|
| 16-1332 | 01-041301 | BANK OF OKLAHOMA | SERIES 2015 NOTE PAYMENT | 11/2015 | 201511060123 | 220,911.70 |
|---------|-----------|------------------|--------------------------|---------|--------------|------------|

DEPARTMENT TOTAL: 220,911.70

FUND TOTAL: 220,911.70

GRAND TOTAL: 220,911.70

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-------|----------|------|---------------------|------|---------|--------|
|-------|----------|------|---------------------|------|---------|--------|

DEPARTMENT: 16 PW-W/S MAINT

| | | | | | | |
|---------|-----------|-----------------------------|------------------------|---------|--------|-----------|
| 16-1169 | 01-045091 | TEJAS TRACTOR AND EQUIPMENT | TRAILER MOUNTED VACUUM | 10/2015 | 151187 | 30,992.00 |
|---------|-----------|-----------------------------|------------------------|---------|--------|-----------|

| | | | | | | |
|---------|----------|-------------------------|--------------------------|---------|--------------|-----------|
| 16-0332 | 01-23180 | WILMES SUPERSTORE, INC. | VEHICLES FOR VARIOUS DEP | 11/2015 | 201511050107 | 31,135.00 |
|---------|----------|-------------------------|--------------------------|---------|--------------|-----------|

DEPARTMENT TOTAL: 62,127.00

FUND TOTAL: 62,127.00

GRAND TOTAL: 62,127.00

Attachment: AMA CLAIMS LIST (1106 : Claims List)

FUND: 53 - ENTERPRISE FUND (53)

SUMMARY REPORT

3.b.a

| P.O.# | VENDOR # | NAME | SUMMARY DESCRIPTION | DATE | INVOICE | AMOUNT |
|-------|----------|------|---------------------|------|---------|--------|
|-------|----------|------|---------------------|------|---------|--------|

| | | | | | | |
|----------------|-------------|-------------------------|---------------------------|---------|-------------------|-----------|
| DEPARTMENT: 22 | PW-ELECTRIC | | | | | |
| 16-0615 | 01-23180 | WILMES SUPERSTORE, INC. | FLEET FOR POLICE, ELECTRI | 11/2015 | 201511020092 | 30,850.38 |
| | | | | | DEPARTMENT TOTAL: | 30,850.38 |
| | | | | | FUND TOTAL: | 30,850.38 |
| | | | | | GRAND TOTAL: | 30,850.38 |

Attachment: AMA CLAIMS LIST (1106 : Claims List)

Item No. _____

Date: November 17, 2015**AGENDA ITEM COMMENTARY**

ITEM TITLE: Budget Amendment in the Amount of \$26,500 Recognizing the Receipt of Loan Proceeds and Appropriating Them to be Spent on Capital Purchase for the New Engineer/PW Truck.

INITIATOR: Elizabeth Smith

STAFF INFORMATION SOURCE: Jan Neufels

STAFF RECOMMENDATION: Stated AMA Action

**Altus Municipal Authority
Budget Amendment FY 2015-2016
Enterprise Fund**

Estimated Revenue or Fund Balance

| Fund Number | Account Number | Department | Description | Balance Before Amendment | Amount of Amendment Increase (Decrease) | Balance After Amendment |
|-------------|----------------|------------|---------------|--------------------------|---|-------------------------|
| 53 | 450105 | Revenues | Loan Proceeds | \$ 1,692,000.00 | 26,500.00 | \$ 1,718,500.00 |
| | | | | | | - |
| | | | | | | - |
| | | | Total | | \$ 26,500.00 | |

Appropriations

| Fund Number | Account Number | Department | Description | Balance Before Amendment | Amount of Amendment Increase (Decrease) | Balance After Amendment |
|-------------|----------------|-------------|-------------|--------------------------|---|-------------------------|
| 53 | 5-35-5403.215 | Engineering | PWD truck | \$ - | 26,500.00 | \$ 26,500.00 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | Total | | \$ 26,500.00 | |

Approved by the Municipal Authority this
17th Day of November 2015

Explanation of Budget Amendment:

This amendment recognizes receipt of loan proceeds
and appropriates it to be spent on capital purchases for the
New Engineer/PW Director Truck.

Approved:

Chairman

Attest:

Secretary

Posted By _____ Date _____ BA# _____ Pkt.# _____

Attachment: BA 53 11-17 loan proc to capital (1099 : Budget Amendment for \$26,500 to Purchase Capital Items)

Item No. _____

Date: November 17, 2015

AGENDA ITEM COMMENTARY

ITEM TITLE: Receive Finance Reports (For Both AMA and City) for the Month of October, 2015 from the Chief Financial Officer.

INITIATOR: Elizabeth Smith

STAFF INFORMATION SOURCE: Jan Neufeld

STAFF RECOMMENDATION: Stated AMA Action

Cash & Investments

Cash and Investment Summary

October

4.a

SUMMARY

DETAIL

| Checking Accounts | |
|-------------------|----------------------|
| Herring | 8,935,530.61 |
| FNB | 5,359,269.48 |
| Midfirst | 2,332,271.42 |
| | 16,627,071.51 |

| CD's | |
|----------|----------------------|
| Herring | 4,039,588.70 |
| FNB | 2,652,193.68 |
| NBC | 3,864,739.82 |
| Midfirst | 21,209.89 |
| | 10,577,732.09 |

| Bank Totals | |
|-------------|---------------|
| Herring | 12,975,119.31 |
| FNB | 8,011,463.16 |
| NBC | 3,864,739.82 |
| Midfirst | 2,353,481.31 |

TOTAL 27,204,803.60

| Pooled Cash Accts | |
|-------------------|----------------------|
| M-099 | 2,313,299.53 |
| M-CC-439 | 18,971.89 |
| FNB-2672 | 4,503,173.69 |
| H-312 | 7,383,508.92 |
| | 14,218,954.03 |

| MAPS Checking | |
|---------------|-------------------|
| H-006 | 698,684.66 |
| | 698,684.66 |

| Misc Checking | |
|---------------|---------------------|
| H-084 | 236,380.01 |
| H-062 | 605,154.00 |
| FNB-8368 | 77.18 |
| FNB-6087 | 532,417.27 |
| H-144 | 11,803.02 |
| FNB-9373 | 11,148.28 |
| FNB-1495 | 312,453.06 |
| | 1,709,432.82 |

| MAPS CD's | |
|-----------|---------------------|
| H-138 | 201,840.45 |
| H-225 | 151,769.04 |
| H-567 | 1,009,787.51 |
| H-583 | 707,028.20 |
| FNB-18077 | 300,279.13 |
| FNB-18191 | 300,276.25 |
| FNB-18259 | 800,736.66 |
| | 3,471,717.24 |

| Water Trtmt CD's | |
|------------------|---------------------|
| H-271 | 454,103.08 |
| H-54329 | 1,515,060.42 |
| FNB-18051 | 250,000.00 |
| FNB-18190 | 1,000,901.64 |
| NBC-41517 | 506,517.03 |
| | 3,726,582.17 |

| Misc CD's | |
|-----------|---------------------|
| M- | 21,209.89 |
| NBC-722 | 1,327,279.88 |
| NBC-943 | 2,030,942.91 |
| | 3,379,432.68 |

TOTAL 27,204,803.60

Workers Comp Fund
Assurance Fund
Community Devpmnt
Economic Dev Fund - Rule Breaker
Flex Spending
Parks Dev Fund
DWSRF

Attachment: agenda cash&inv (1105 : Financial Reports (City and AMA) for October 2015)

Month of October 2015

MAPS Balances Cash & Investments in Bank

| | 9/30/2015 Balances | October Receipts | October Disbursements | 10/31/2015 Balances |
|-----------------|-----------------------|---------------------|--------------------------|------------------------|
| Claim on Pooled | 5,786,253.46 | 1,944,306.52 | 2,325,000.00 | 5,405,559.98 |
| MAPS Checking | 190,079.73 | 775,040.77 | 266,435.84 | 698,684.66 |
| MAPS CD's | 3,471,314.24 | 403.00 | - | 3,471,717.24 |
| SUBTOTAL | 9,447,647.43 | 2,719,750.29 | 2,591,435.84 | 9,575,961.88 |
| Series 11 | | | | |
| Undrawn Funds | 85,233.85 | - | 4,250.00 | 80,983.85 |
| TOTAL | 9,532,881.28 | 2,719,750.29 | 2,595,685.84 | 9,656,945.73 |

MAPS Construction Usage

| | 9/30/2015 TOT SPENT | October Expenses | TOTAL SPENT | Encumbered | Balance TO SPEND From \$17M |
|--------------|------------------------|---------------------|----------------------|------------------|-----------------------------------|
| School | 16,553,433.82 | - | 16,553,433.82 | 34,745.00 | 411,821.18 |
| City | 11,098,443.66 | 4,250.00 | 11,102,693.66 | - | 5,897,306.34 |
| TOTAL | 27,651,877.48 | 4,250.00 | 27,656,127.48 | 34,745.00 | 6,309,127.52 |

Attachment: agenda cash&inv (1105 : Financial Reports (City and AMA) for October 2015)

Revenue & Expense

REVENUE AND EXPENSE

October 30, 2015

| | | | | | % OF YR COMPLETE | 33.33 |
|----------------------------|-------------------|-------------------|-----------------|-----------------|-------------------|----------------|
| | CURRENT BUDGET | CURRENT PERIOD | Y-T-D ACTUAL | Y-T-D ENCUMB | BUDGET BALANCE | % OF BUDGET |
| <u>GENERAL FUND</u> | | | | | | |
| REVENUES | 14,504,380.53 | 1,091,048.95 | 4,394,675.86 | 0 | 10,109,704.67 | 30.30 |
| EXPENDITURES | 14,154,414.91 | 1,086,241.03 | 4,184,986.09 | 687,864.31 | 9,281,564.51 | 34.43 |
| REVENUES OVER/ (UNDER) EXP | 349,965.62 | 4,807.92 | 209,689.77 | | | |
| <u>ENTERPRISE FUND</u> | | | | | | |
| REVENUES | 43,873,200.00 | 3,223,993.69 | 14,358,956.06 | 0 | 29,514,243.94 | 32.73 |
| EXPENSES | 43,767,628.05 | 3,221,226.66 | 11,768,437.45 | 2,123,410.30 | 29,875,780.30 | 31.74 |
| REVENUES OVER/ (UNDER) EXP | 105,571.95 | 2,767.03 | 2,590,518.61 | | | |
| <u>TOTAL</u> | | | | | | |
| REVENUES | 58,377,580.53 | 4,315,042.64 | 18,753,631.92 | 0.00 | 39,623,948.61 | 32.12 |
| EXPENDITURES | 57,922,042.96 | 4,307,467.69 | 15,953,423.54 | 2,811,274.61 | 39,157,344.81 | 32.40 |
| REVENUES OVER/ (UNDER) EXP | 455,537.57 | 7,574.95 | 2,800,208.38 | | | |

C I T Y O F A L T U S
FINANCIAL STATEMENT - UNAUDITED
AS OF: OCTOBER 31ST, 2015

01 -GENERAL FUND (01)

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

| | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR PO ADJUST. | Y-T-D ACTUAL | Y-T-D ENCUMBRANCE | BUDGET BALANCE | % OF BUDGET |
|------------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
| <u>REVENUE SUMMARY</u> | | | | | | | |
| ALL REVENUE | 14,504,380.53 | 1,091,048.95 | 0.00 | 4,394,675.86 | 0.00 | 10,109,704.67 | 30.30 |
| *** TOTAL REVENUES *** | 14,504,380.53 | 1,091,048.95 | 0.00 | 4,394,675.86 | 0.00 | 10,109,704.67 | 30.30 |
| ===== | | | | | | | |
| <u>EXPENDITURE SUMMARY</u> | | | | | | | |
| CITY COUNCIL | 65,513.20 | 1,937.70 | 0.00 | 8,284.68 | 0.00 | 57,228.52 | 12.65 |
| ADMINISTRATIVE SERVICES | 847,783.75 | 58,312.49 | 0.00 | 267,988.83 | 173,990.54 | 405,804.38 | 52.13 |
| ADMINISTRATION | 432,656.17 | 26,059.77 | 0.00 | 107,087.21 | 0.00 | 325,568.96 | 24.75 |
| LAW | 152,411.55 | 9,431.75 | 0.00 | 41,554.00 | 0.00 | 110,857.55 | 27.26 |
| MUNICIPAL COURT | 172,021.77 | 12,227.76 | 0.00 | 51,839.55 | 0.00 | 120,182.22 | 30.14 |
| POLICE-TRAFFIC DIVISION | 2,553,580.39 | 181,435.36 | 0.00 | 767,424.88 | 175,620.22 | 1,610,535.29 | 36.93 |
| POLICE-DETECTIVE DIV | 577,151.27 | 42,502.28 | 0.00 | 179,401.05 | 1,858.26 | 395,891.96 | 31.41 |
| POLICE ADMINISTRATION | 320,023.98 | 24,121.31 | 0.00 | 111,918.05 | 4,850.89 | 203,255.04 | 36.49 |
| POLICE-ANIMAL CONTROL | 339,944.21 | 46,361.17 | 0.00 | 111,638.95 | 1,163.34 | 227,141.92 | 33.18 |
| FIRE DEPARTMENT | 2,606,524.20 | 200,873.60 | 0.00 | 804,950.39 | 11,642.85 | 1,789,930.96 | 31.33 |
| STREET DEPARTMENT | 874,741.68 | 42,316.48 | 0.00 | 194,699.11 | 208,051.37 | 471,991.20 | 46.04 |
| PARKS | 546,943.87 | 28,719.64 | 0.00 | 167,629.52 | 95,828.55 | 283,485.80 | 48.17 |
| CEMETERY | 200,891.14 | 33,998.08 | 0.00 | 83,266.69 | 488.78 | 117,135.67 | 41.69 |
| BLDG MAINT | 322,332.34 | 20,932.87 | 0.00 | 113,608.38 | 2,100.00 | 206,623.96 | 35.90 |
| PARKS/RECREATION ADMIN. | 48,149.06 | 1,750.57 | 0.00 | 9,602.09 | 0.00 | 38,546.97 | 19.94 |
| PLANNING DEPARTMENT | 429,728.47 | 93,293.21 | 0.00 | 180,364.18 | 280.00 | 249,084.29 | 42.04 |
| FLEET MAINT. | 324,252.25 | 18,328.85 | 0.00 | 106,095.31 | 934.40 | 217,222.54 | 33.01 |
| RECREATION | 448,503.20 | 68,844.20 | 0.00 | 176,651.74 | 2,000.00 | 269,851.46 | 39.83 |
| EMERGENCY SERVICES | 117,931.04 | 6,545.24 | 0.00 | 33,567.52 | 5,250.00 | 79,113.52 | 32.92 |
| INFORMATION SYSTEMS | 351,522.05 | 68,604.04 | 0.00 | 159,491.78 | 715.23 | 191,315.04 | 45.58 |
| POOL | 313,860.06 | 11,265.24 | 0.00 | 95,501.42 | 0.00 | 218,358.64 | 30.43 |
| FINANCE DEPARTMENT | 393,304.99 | 29,736.51 | 0.00 | 130,455.20 | 0.00 | 262,849.79 | 33.17 |
| HUMAN RESOURCES DEPART | 194,201.21 | 11,435.83 | 0.00 | 52,611.06 | 257.89 | 141,332.26 | 27.22 |
| CITY CLERK-TREASURER | 223,514.55 | 16,028.26 | 0.00 | 71,806.99 | 211.00 | 151,496.56 | 32.22 |
| PUBLIC GOLF COURSE | 315,435.83 | 31,178.82 | 0.00 | 157,547.51 | 2,620.99 | 155,267.33 | 50.78 |
| TRANSFERS | 631,492.68 | 0.00 | 0.00 | 0.00 | 0.00 | 631,492.68 | 0.00 |
| OTHER EXPENSES/REVENUES | 350,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 350,000.00 | 0.00 |
| *** TOTAL EXPENDITURES *** | 14,154,414.91 | 1,086,241.03 | 0.00 | 4,184,986.09 | 687,864.31 | 9,281,564.51 | 34.43 |
| ===== | | | | | | | |
| REVENUES OVER (UNDER) EXPENDITURES | 349,965.62 | 4,807.92 | 0.00 | 209,689.77 | (687,864.31) | 828,140.16 | 136.63- |
| ===== | | | | | | | |

Attachment: agenda rev&exp (1105 : Financial Reports (City and AMA) for October 2015)

01 -GENERAL FUND (01)

% OF YEAR COMPLETED: 33.33

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR PO ADJUST. | Y-T-D ACTUAL | Y-T-D ENCUMBRANCE | BUDGET BALANCE | % OF BUDGET |
|---------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
| ALL REVENUE | | | | | | | |
| 4-41-5101 GREENS FEES | 0.00 | 3,318.09 | 0.00 | 17,180.69 | 0.00 (| 17,180.69) | 0.00 |
| 4-41-5102 MEMBERSHIP FEES | 0.00 | 950.00 | 0.00 | 4,602.50 | 0.00 (| 4,602.50) | 0.00 |
| 4-41-5103 TRAIL FEES | 0.00 | 65.00 | 0.00 | 175.00 | 0.00 (| 175.00) | 0.00 |
| 4-41-5121 CART RENTAL | 0.00 | 2,774.34 | 0.00 | 15,807.66 | 0.00 (| 15,807.66) | 0.00 |
| 4-41-5131 BEER SALES | 0.00 | 358.00 | 0.00 | 3,260.50 | 0.00 (| 3,260.50) | 0.00 |
| 4-41-5132 CONCESSION SALES | 0.00 | 591.19 | 0.00 | 3,102.13 | 0.00 (| 3,102.13) | 0.00 |
| 4-41-5133 MERCHANDISE SALES | 0.00 | 749.30 | 0.00 | 7,457.53 | 0.00 (| 7,457.53) | 0.00 |
| 4-41-5141 MISC. REVENUE | 0.00 | 2,141.95 | 0.00 | 8,353.07 | 0.00 (| 8,353.07) | 0.00 |
| 400300 Interments | 3,500.00 | 385.00 | 0.00 | 1,715.00 | 0.00 | 1,785.00 | 49.00 |
| 417000 Non-Franchised Utilities | 3,500.00 | 751.33 | 0.00 | 1,275.26 | 0.00 | 2,224.74 | 36.44 |
| 418250 Cash-Long & Short Accoun | 0.00 | 5.16 | 0.00 (| 7.11) | 0.00 | 7.11 | 0.00 |
| 418401 Demolition Cost of Equip | 0.00 | 0.00 | 0.00 | 31.45 | 0.00 (| 31.45) | 0.00 |
| 418495 Animal Control Donations | 650.00 | 35.00 | 0.00 | 225.00 | 0.00 | 425.00 | 34.62 |
| 418500 Misc Collection | 22,450.00 | 662.48 | 0.00 | 9,372.07 | 0.00 | 13,077.93 | 41.75 |
| 421000 Franchise Tax | 215,000.00 | 25,460.15 | 0.00 | 57,532.62 | 0.00 | 157,467.38 | 26.76 |
| 422000 Alcoholic Beverage Tax | 95,000.00 | 6,554.10 | 0.00 | 34,415.30 | 0.00 | 60,584.70 | 36.23 |
| 422001 Cigarette /Tobacco Tax | 95,000.00 | 9,813.06 | 0.00 | 39,052.39 | 0.00 | 55,947.61 | 41.11 |
| 422002 County DUI Fees | 1,500.00 | 202.11 | 0.00 | 1,106.61 | 0.00 | 393.39 | 73.77 |
| 422100 Mowing Fee | 15,000.00 | 475.00 | 0.00 | 3,400.00 | 0.00 | 11,600.00 | 22.67 |
| 423000 Sales Tax | 5,000,000.00 | 425,112.71 | 0.00 | 1,730,476.82 | 0.00 | 3,269,523.18 | 34.61 |
| 429000 Use Tax | 207,000.00 | 25,523.31 | 0.00 | 71,587.31 | 0.00 | 135,412.69 | 34.58 |
| 431000 Licenses | 20,000.00 | 1,190.00 | 0.00 | 7,533.00 | 0.00 | 12,467.00 | 37.67 |
| 432000 Permits | 51,800.00 | 4,911.43 | 0.00 | 18,651.44 | 0.00 | 33,148.56 | 36.01 |
| 433000 Cemetery Setting Fees | 650.00 | 120.00 | 0.00 | 560.00 | 0.00 | 90.00 | 86.15 |
| 434000 Burial Plots | 10,250.00 | 1,235.00 | 0.00 | 8,235.00 | 0.00 | 2,015.00 | 80.34 |
| 435000 Rentals | 40,000.00 | 2,362.50 | 0.00 | 13,012.50 | 0.00 | 26,987.50 | 32.53 |
| 440000 Municipal Court | 280,000.00 | 14,384.16 | 0.00 | 65,338.60 | 0.00 | 214,661.40 | 23.34 |
| 440010 Animal Control | 24,000.00 | 2,336.00 | 0.00 | 8,228.00 | 0.00 | 15,772.00 | 34.28 |
| 440020 Planning | 10,000.00 | 625.00 | 0.00 | 10,220.00 | 0.00 (| 220.00) | 102.20 |
| 440050 Juvenile Fines | 5,200.00 | 171.00 | 0.00 | 452.00 | 0.00 | 4,748.00 | 8.69 |
| 450200 Super Now Interest | 1,000.00 | 1,374.61 | 0.00 | 5,033.27 | 0.00 (| 4,033.27) | 503.33 |
| 461000 Recreation Revenues | 60,000.00 | 960.00 | 0.00 | 20,790.00 | 0.00 | 39,210.00 | 34.65 |
| 462000 Swimming Pool | 66,000.00 | 4,676.18 | 0.00 | 33,379.69 | 0.00 | 32,620.31 | 50.58 |
| 463000 Golf Course Revenues | 150,000.00 | 0.00 | 0.00 | 218.11 | 0.00 | 149,781.89 | 0.15 |
| 464000 ARAC- Concession & Merch | 72,500.00 | 11,074.10 | 0.00 | 13,844.60 | 0.00 | 58,655.40 | 19.10 |
| 465000 ARAC- Gate Revenues | 80,000.00 | 12,510.00 | 0.00 | 16,033.20 | 0.00 | 63,966.80 | 20.04 |
| 465100 ARAC- Sponsorships | 9,500.00 | 0.00 | 0.00 | 4,755.00 | 0.00 | 4,745.00 | 50.05 |
| 465200 ARAC- Scholarship Donati | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 465300 Special Events | 7,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 5,000.00 | 33.33 |
| 466000 Farm Lease/Rent | 46,000.00 | 0.00 | 0.00 | 3,002.00 | 0.00 | 42,998.00 | 6.53 |
| 467000 Swimming Pool Concession | 8,000.00 | 0.00 | 0.00 | 2,358.50 | 0.00 | 5,641.50 | 29.48 |

Attachment: agenda rev&exp (1105 : Financial Reports (City and AMA) for October 2015)

01 -GENERAL FUND (01)

% OF YEAR COMPLETED: 33.33

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR PO ADJUST. | Y-T-D ACTUAL | Y-T-D ENCUMBRANCE | BUDGET BALANCE | % OF BUDGET |
|---------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
| 468000 Reimbursements | 0.00 | 55.13 | 0.00 | 4,376.80 | 0.00 (| 4,376.80) | 0.00 |
| 471000 Federal/State Grants | 0.00 (| 6,196.77) | 0.00 | 10,818.50 | 0.00 (| 10,818.50) | 0.00 |
| 480130 Transfer from Enterprise | 6,400,000.00 | 533,333.33 | 0.00 | 2,133,333.32 | 0.00 | 4,266,666.68 | 33.33 |
| 490100 Insurance Recovery | 1,880.53 | 0.00 | 0.00 | 1,880.53 | 0.00 | 0.00 | 100.00 |
| 490900 Use of Fund Balance | 1,500,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500,000.00 | 0.00 |
| *** TOTAL REVENUES *** | 14,504,380.53 | 1,091,048.95 | 0.00 | 4,394,675.86 | 0.00 | 10,109,704.67 | 30.30 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

C I T Y O F A L T U S
FINANCIAL STATEMENT - UNAUDITED
AS OF: OCTOBER 31ST, 2015

53 -ENTERPRISE FUND (53)

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

| | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR PO ADJUST. | Y-T-D ACTUAL | Y-T-D ENCUMBRANCE | BUDGET BALANCE | % OF BUDGET |
|--|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
|--|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|

REVENUE SUMMARY

| | | | | | | | |
|-------------|---------------|--------------|------|---------------|------|---------------|-------|
| ALL REVENUE | 43,873,200.00 | 3,223,993.69 | 0.00 | 14,358,956.06 | 0.00 | 29,514,243.94 | 32.73 |
|-------------|---------------|--------------|------|---------------|------|---------------|-------|

| | | | | | | | |
|------------------------|---------------|--------------|-------|---------------|-------|---------------|-------|
| *** TOTAL REVENUES *** | 43,873,200.00 | 3,223,993.69 | 0.00 | 14,358,956.06 | 0.00 | 29,514,243.94 | 32.73 |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

EXPENDITURE SUMMARY

| | | | | | | | |
|-------------------------|---------------|--------------|------|--------------|------------|---------------|-------|
| PW - W/S MAINTENANCE | 997,122.03 | 132,921.57 | 0.00 | 313,075.92 | 139,113.19 | 544,932.92 | 45.35 |
| PW - SANITATION | 1,782,870.36 | 106,576.41 | 0.00 | 468,459.08 | 325,300.00 | 989,111.28 | 44.52 |
| PW - WATER TREATMENT | 3,459,094.22 | 335,533.76 | 0.00 | 1,415,005.70 | 366,333.79 | 1,677,754.73 | 51.50 |
| PW - ELECTRIC | 18,684,244.13 | 1,580,285.30 | 0.00 | 5,299,855.97 | 817,682.32 | 12,566,705.84 | 32.74 |
| ENTERPRISE SERVICES | 1,608,600.00 | 130,455.91 | 0.00 | 877,306.45 | 420,880.00 | 310,413.55 | 80.70 |
| PW - WASTEWATER | 809,451.44 | 79,501.04 | 0.00 | 239,951.56 | 16,494.50 | 553,005.38 | 31.68 |
| PW - UTILITY SERVICES | 547,700.85 | 52,502.45 | 0.00 | 196,531.60 | 5,959.99 | 345,209.26 | 36.97 |
| PW - METER SERVICES | 396,818.90 | 70,769.54 | 0.00 | 138,352.27 | 0.00 | 258,466.63 | 34.87 |
| PW - ENGINEERING | 278,204.48 | 27,390.05 | 0.00 | 66,920.45 | 26,500.00 | 184,784.03 | 33.58 |
| PW - LANDFILL | 647,631.64 | 27,990.07 | 0.00 | 120,881.77 | 4,996.51 | 521,753.36 | 19.44 |
| SALES TAX CONSTRUCTION | 5,529,890.00 | 97,119.48 | 0.00 | 311,665.61 | 150.00 | 5,218,074.39 | 5.64 |
| TRANSFERS | 7,026,000.00 | 580,083.33 | 0.00 | 2,320,333.32 | 0.00 | 4,705,666.68 | 33.02 |
| OTHER EXPENSES/REVENUES | 2,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000,000.00 | 0.00 |

| | | | | | | | |
|----------------------------|---------------|--------------|-------|---------------|--------------|---------------|-------|
| *** TOTAL EXPENDITURES *** | 43,767,628.05 | 3,221,128.91 | 0.00 | 11,768,339.70 | 2,123,410.30 | 29,875,878.05 | 31.74 |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

| | | | | | | | |
|------------------------------------|------------|----------|-------|--------------|-----------------|---------------|--------|
| REVENUES OVER (UNDER) EXPENDITURES | 105,571.95 | 2,864.78 | 0.00 | 2,590,616.36 | (2,123,410.30) | (361,634.11) | 442.55 |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

OTHER FINANCING SOURCES (USES)

| | | | | | | | |
|--------------------------------------|--------------|------|------|------|------|--------------|------|
| OTHER EXPENSES & REV. | 2,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000,000.00 | 0.00 |
| TOTAL OTHER FINANCING SOURCES (USES) | 2,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000,000.00 | 0.00 |

REVENUE & OTHER FINANCING SOURCES OVER

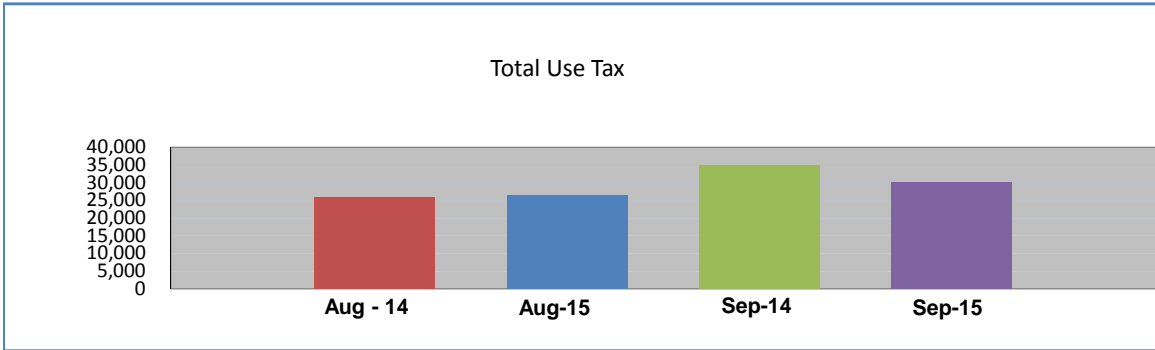
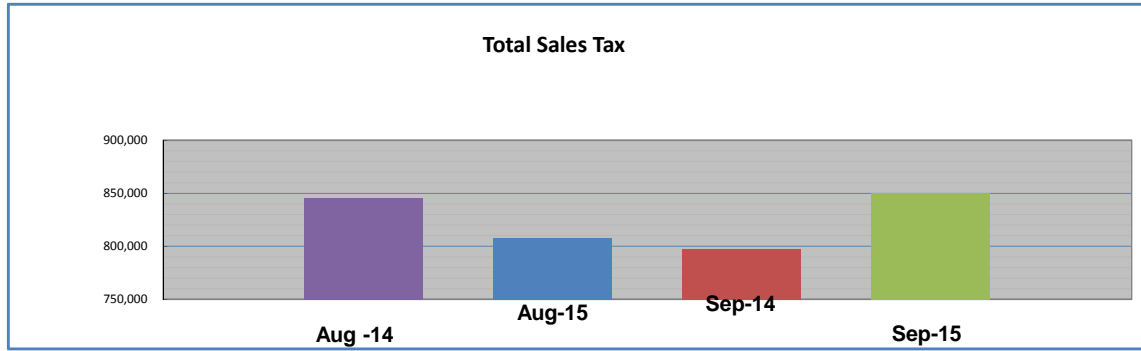
| | | | | | | | |
|-------------------------------------|-----------------|----------|-------|--------------|-----------------|-----------------|--------|
| (UNDER) EXPENDITURES & OTHER (USES) | (1,894,428.05) | 2,864.78 | 0.00 | 2,590,616.36 | (2,123,410.30) | (2,361,634.11) | 24.66- |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

53 -ENTERPRISE FUND (53)

% OF YEAR COMPLETED: 33.33

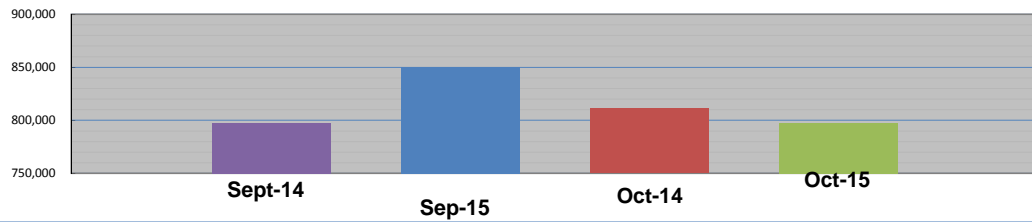
| REVENUES | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR PO ADJUST. | Y-T-D ACTUAL | Y-T-D ENCUMBRANCE | BUDGET BALANCE | % OF BUDGET |
|---------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
| ALL REVENUE | | | | | | | |
| 411000 Water | 4,555,000.00 | 492,548.49 | 0.00 | 2,013,998.60 | 0.00 | 2,541,001.40 | 44.22 |
| 411010 Bulk Water Sales | 0.00 | 10,547.63 | 0.00 | 10,914.18 | 0.00 | (10,914.18) | 0.00 |
| 412000 Sewer | 1,642,000.00 | 134,364.11 | 0.00 | 542,052.90 | 0.00 | 1,099,947.10 | 33.01 |
| 413000 Sanitation | 1,748,500.00 | 145,099.04 | 0.00 | 586,219.67 | 0.00 | 1,162,280.33 | 33.53 |
| 413100 State Landfill Fee | 302,000.00 | 24,960.64 | 0.00 | 100,905.00 | 0.00 | 201,095.00 | 33.41 |
| 414000 Yard Light | 125,000.00 | 10,496.89 | 0.00 | 41,797.20 | 0.00 | 83,202.80 | 33.44 |
| 414100 Service Charges | 110,000.00 | 5,256.77 | 0.00 | 29,060.76 | 0.00 | 80,939.24 | 26.42 |
| 414300 Distribution Upgrade | 337,300.00 | 28,041.46 | 0.00 | 112,806.46 | 0.00 | 224,493.54 | 33.44 |
| 414400 Penalty | 490,000.00 | 72,601.75 | 0.00 | 243,596.55 | 0.00 | 246,403.45 | 49.71 |
| 415000 Demand | 1,607,300.00 | 280,662.74 | 0.00 | 1,073,934.73 | 0.00 | 533,365.27 | 66.82 |
| 416000 Residential Power | 12,500,000.00 | 1,033,167.30 | 0.00 | 5,325,486.80 | 0.00 | 7,174,513.20 | 42.60 |
| 416100 Small Commercial Power | 2,850,000.00 | 256,221.22 | 0.00 | 1,182,106.95 | 0.00 | 1,667,893.05 | 41.48 |
| 416200 Large Commercial Power | 3,680,000.00 | 308,723.05 | 0.00 | 1,114,922.83 | 0.00 | 2,565,077.17 | 30.30 |
| 416250 City Electric | 525,000.00 | 56,350.38 | 0.00 | 173,503.47 | 0.00 | 351,496.53 | 33.05 |
| 416300 Industrial Commercial Po | 1,595,000.00 | 173,667.07 | 0.00 | 584,202.24 | 0.00 | 1,010,797.76 | 36.63 |
| 416500 Industrial Wind Power | 500,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500,000.00 | 0.00 |
| 418136 Revenue- Antenna Wa Towe | 50,000.00 | 1,822.50 | 0.00 | 12,883.04 | 0.00 | 37,116.96 | 25.77 |
| 418200 Service Charge,Insf Chec | 3,400.00 | 375.00 | 0.00 | 1,025.00 | 0.00 | 2,375.00 | 30.15 |
| 418250 Cash-Long & Short Accoun | 0.00 | (170.84) | 0.00 | (391.70) | 0.00 | 391.70 | 0.00 |
| 418300 Landfill Fees | 900,000.00 | 81,785.42 | 0.00 | 384,090.46 | 0.00 | 515,909.54 | 42.68 |
| 418401 Scrap/Salvage/Demolition | 0.00 | 0.00 | 0.00 | 5,132.34 | 0.00 | (5,132.34) | 0.00 |
| 418450 Use of Fund Balance | 2,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000,000.00 | 0.00 |
| 418500 Misc Collections | 535,000.00 | 2,280.71 | 0.00 | 458,105.45 | 0.00 | 76,894.55 | 85.63 |
| 418503 Water Conservation Surch | 93,300.00 | (127.19) | 0.00 | (185.22) | 0.00 | 93,485.22 | 0.20 |
| 418600 W.I.S.E Rebate | 0.00 | 250.00 | 0.00 | 20,445.50 | 0.00 | (20,445.50) | 0.00 |
| 419000 Water Taps | 6,900.00 | 298.00 | 0.00 | 3,084.30 | 0.00 | 3,815.70 | 44.70 |
| 419025 Care Program Contributio | 20,000.00 | 1,000.00 | 0.00 | 3,000.00 | 0.00 | 17,000.00 | 15.00 |
| 450103 Loan Proceeds CWSRF | 2,854,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,854,500.00 | 0.00 |
| 450104 Loan Proceeds - DWSRF | 2,300,000.00 | 97,119.48 | 0.00 | 308,694.99 | 0.00 | 1,991,305.01 | 13.42 |
| 450105 Loan Proceeds | 1,692,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,692,000.00 | 0.00 |
| 450200 Interest Earned | 0.00 | 0.00 | 0.00 | 0.89 | 0.00 | (0.89) | 0.00 |
| 468000 Reimbursements | 0.00 | 6,196.77 | 0.00 | 6,196.77 | 0.00 | (6,196.77) | 0.00 |
| 480050 REIMBURSE Drought Relief | 500,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500,000.00 | 0.00 |
| 480060 REIMBURSE ODOT 283 | 350,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 350,000.00 | 0.00 |
| 490400 Sale Of Property /Equip | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | (20,000.00) | 0.00 |
| 490401 Meter Base Sales | 1,000.00 | 455.30 | 0.00 | 1,365.90 | 0.00 | (365.90) | 136.59 |
| *** TOTAL REVENUES *** | 43,873,200.00 | 3,223,993.69 | 0.00 | 14,358,956.06 | 0.00 | 29,514,243.94 | 32.73 |
| ===== | ===== | ===== | ===== | ===== | ===== | ===== | ===== |

Attachment: agenda rev&exp (1105 : Financial Reports (City and AMA) for October 2015)

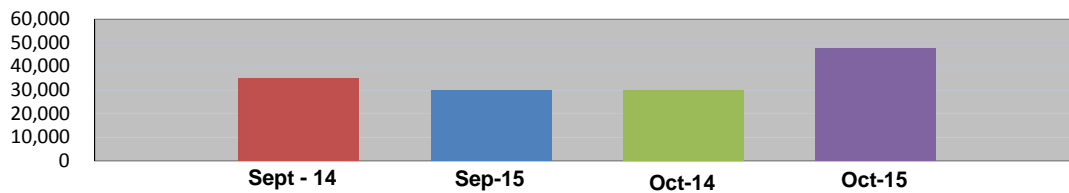


| <u>ACTUAL RECEIPTS</u> | | | | | <u>FY 2016 BUDGET</u> | | | | | <u>ACTUAL VS. BUDGET</u> | | | | |
|------------------------|------------|------------|------------|------------|-----------------------|--------------|------------|------------|--------------|--------------------------|------------|--------------|------------|--------------|
| <u>TAX TYPE</u> | Sep-14 | | Sep-15 | | FYTD | | Monthly | | BYTD | | Monthly | | YTD | |
| Sales Tax | 797,226.90 | \$ | 849,981.41 | \$ | 3,244,644.05 | \$ | 784,250.00 | \$ | 2,352,750.00 | \$ | 65,731.41 | \$ | 891,894.05 | |
| Use Tax | 35,016.00 | | 29,989.19 | | 134,226.20 | | 33,000.00 | | 99,000.00 | | (3,010.81) | | 35,226.20 | |
| Cigarette Tax | 10,582.74 | | 9,794.86 | | 39,052.39 | | 7,916.67 | | 23,750.01 | | 1,878.19 | | 15,302.38 | |
| TOTAL | \$ | 842,825.64 | \$ | 889,765.46 | \$ | 3,417,922.64 | \$ | 825,166.67 | \$ | 2,475,500.01 | \$ | 64,598.79 | \$ | 942,422.63 |
| <u>ALLOCATION</u> | | | | | | | | | | | | | | |
| General | \$ | 425,187.68 | \$ | 382,491.63 | \$ | 1,525,880.78 | \$ | 418,266.67 | \$ | 1,254,800.01 | \$ | (35,775.04) | \$ | 271,080.77 |
| MAPS | | 372,039.22 | | 61,033.59 | | 564,007.56 | | 365,983.33 | | 1,097,949.99 | | (304,949.74) | | (533,942.43) |
| TOTAL | \$ | 797,226.90 | \$ | 443,525.22 | \$ | 2,089,888.34 | \$ | 784,250.00 | \$ | 2,352,750.00 | | (340,724.78) | \$ | (262,861.66) |

Total Sales Tax



Total Use Tax



| <u>ACTUAL RECEIPTS</u> | | | | | <u>FY 2016 BUDGET</u> | | | | <u>ACTUAL VS. BUDGET</u> | | | | | |
|------------------------|------------|------------|------------|------------|-----------------------|--------------|------------|------------|--------------------------|--------------|-----------|--------------|------------|----------------|
| <u>TAX TYPE</u> | Oct-14 | | Oct-15 | | FYTD | | Monthly | | BYTD | | Monthly | | YTD | |
| Sales Tax | 810,892.28 | \$ | 797,086.34 | \$ | 3,244,644.05 | \$ | 784,250.00 | \$ | 3,137,000.00 | \$ | 12,836.34 | \$ | 107,644.05 | |
| Use Tax | 29,934.17 | | 47,856.20 | | 134,226.20 | | 33,000.00 | | 132,000.00 | | 14,856.20 | | 2,226.20 | |
| Cigarette Tax | 9,165.85 | | 9,813.06 | | 39,052.39 | | 7,916.67 | | 31,666.68 | | 1,896.39 | | 7,385.71 | |
| TOTAL | \$ | 849,992.30 | \$ | 854,755.60 | \$ | 3,417,922.64 | \$ | 825,166.67 | \$ | 3,300,666.68 | \$ | 29,588.93 | \$ | 117,255.96 |
| <u>ALLOCATION</u> | | | | | | | | | | | | | | |
| General | \$ | 432,475.88 | \$ | 358,688.85 | \$ | 1,525,880.78 | \$ | 418,266.67 | \$ | 1,673,066.68 | \$ | (59,577.82) | \$ | (147,185.90) |
| MAPS | | 378,416.40 | | 77,596.42 | | 564,007.56 | | 365,983.33 | | 1,463,933.32 | | (288,386.91) | | (899,925.76) |
| TOTAL | \$ | 810,892.28 | \$ | 436,285.27 | \$ | 2,089,888.34 | \$ | 784,250.00 | \$ | 3,137,000.00 | | (347,964.73) | | (1,047,111.66) |

Item No. _____

Date: November 17, 2015

AGENDA ITEM COMMENTARY

ITEM TITLE: Report on the Progress of the Rehabilitation of the Holloway and Round Timer Well Fields

INITIATOR: Johnny Barron

STAFF INFORMATION SOURCE: Johnny Barron, Gene Leister

BACKGROUND: In March 2013, The City Council approved the proposal to Freese & Nichols to perform a hydrological evaluation on the Round Timbers Well Field. In November 2014, the Council awarded bids to install new pumps and to upgrade the electric supply for the Holloway Well Field. In June 2015, the Council tasked Gene Leister and Steve Perry to oversee the rehabilitation of the Round Timbers Well Field Project and authorized them to solicit direct quotes and waived sealed bids in an effort to expedite the project.

\$400,000 was budgeted in FY2016 for the well field rehabilitation project. Additionally, \$250,000 was reallocated into the budget for a total budget of \$650,000.

Spent: The following projects have been completed and charged to this year's budget (FY2016):

- \$44,671.50 to Bridgewell Resources for the purchase of utility poles
- \$204.54 to the Altus Times for advertisement of bid no. 10810
- \$2,405 to Frontier Logging Corp for video inspection of five wells
- \$8,172.35 to Texoma Power Line to install electric wire
- \$4,918.55 to Techline LTD for Raven ACSR cable
- \$2,182 to McClain Electrical Control for evaluation of existing system
- \$93.96 to Altus Times to advertise bid no. 19000
- \$7,125 to SBC Consulting Engineers for professional engineering
- \$4,860 to Solomon Corp for polemount transformer
- \$20,175 to Texoma Power Line to install electric wire
- \$1,452 to Arkansas Electric Coop for 200 KVAR 7200 Capacitors
- \$2,600 to R.W. Hardin for aquifer test assistance
- \$168.24 to H.D. Water Works Supply for pipe fittings for booster pump station
- \$30,847.87 to Arkansas Electric Coop for electric system materials
- \$1,459.17 to H.D. Water Works Supply for pipe fittings for booster pump station
- \$15,800 to CP Drilling Corp for cleaning and development of five wells
- \$20,526.43 to Southwest Rural Electric for system upgrades at Round Timber Well Field
- \$46,500 to M & B Contracting for removal and disposal
- \$21,285 to H.D. Supply for 15 KVA polemount transformer
- \$5,400 to Hunn Roofing to replace roof on Round Timbers Booster pump station building

Total spent = \$240,846.61

Remaining Balance = \$409,153.39

Encumbered: The following projects are under contract, purchase orders have been issued and work is expected to be complete by the end of November 2015:

- \$108,460 to Haynes Equipment Co for telemetry for seven wells and pump station
- \$12,500 to Reyes Electric for electrical work at Round Timber booster pump station
- \$1,004 to Rent City of Altus for track hoe rental
- \$400 to M & B Contracting for drop-off container
- \$108,090 to R.W. Hardin to clean and test pump five wells and model aquifer transmissivity
- \$23,275 to Petzold Building for construction of seven well houses
- \$7,735 to Accurate Labs for Chemical Testing
- \$48,786 to Bradford Drilling for pump installation
- \$60,158 to Thompson Electric for electric tie-in of wells & well houses

Total encumbered = \$370,408.00

Remaining balance = \$38,745.39

Future Work: The following Contracts are yet to be awarded and will be done as soon as possible:

- \$24,000 for chain-link fencing
- \$2,500 for new doors at the Round Timber booster pump station
- \$2,200 to paint the Round Timber booster pump station
- \$20,000 to pour seven concrete slabs

Total of future work = \$48,700

Remaining balance = \$(9,954.61)

Other Funding: To be funded under DWSRF Loan:

- \$31,700 to Shoestring Enterprises for water line improvements on Jackson Street
- \$6,071.19 to HD Waterworks for pipe fittings for Jackson Street
- Installation of 10 miles of 12-inch PVC water main along Hwy 283

FUNDING: N/A

EXHIBITS: None

AMA ACTION: None

STAFF RECOMMENDATION: Stated AMA Action

Item No. _____

Date: November 17, 2015

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, Discuss and Vote to Authorize Staff to Obtain Formal Bids for the Purchase and Installation of Automatic Water and Electric Meters and Obtain Bank Bids for a Loan to Fund the Project or Any Other Appropriate Action

INITIATOR: John A. Barron, PE, CFM

STAFF INFORMATION SOURCE: Johnny Barron, Mike Villareal, Jan Neufeld

BACKGROUND: The City of Altus has an aging system of water and electric meters. As water meters age, they lose accuracy and tend to under report actual usage. It is thought that by replacing old water meters with new ones, we can potentially see an increase in water sales be 5-10%. A 10% increase would mean almost \$500,000 more revenue annually.

It is also possible to include leak detection sensors as part of the automatic meters system that could help detect water main leaks aiding water conservation efforts. A further benefit would be the decreased labor as we discontinue manual reading of water and electric meters.

City Staff have been exploring options and are ready to proceed with the purchase and installation of automatic electric and water meters. Council Authorization is being sought by City Staff before solicitation of formal proposals for meters and banks bids for a loan.

Our Financial Advisor, Chris Gander, has advised that interest rates may increase and it would be prudent to expedite the loan process.

FUNDING: Staff will seek Bank Bids for a loan to cover all costs. A preliminary estimate of project cost is \$3.5 million.

EXHIBITS: None

AMA ACTION: Consider, Discuss and Vote to Authorize Staff to Obtain Formal Bids for the Purchase and Installation of Automatic Water and Electric Meters and Obtain Bank Bids for a Loan to Fund the Project or Any Other Appropriate Action

STAFF RECOMMENDATION: Stated AMA Action

Item No. _____

Date: November 17, 2015

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, Discuss and Vote to Authorize Chairman to Sign the Contract Approving Recommendation to Purchase Website Redesign and Hosting from CivicPlus (GSA Contract # GS-35F-0124U), 302 S. 4Th Street, Suite 500, Manhattan, KS 66502 And/Or Any Other Appropriate Action.

INITIATOR: Jerry Gobson

STAFF INFORMATION SOURCE: Jerry Gibson

BACKGROUND: Our current website is almost four years old (active for three years). The current website is built on Drupal which is not user friendly, hard to maintain, and prone to outages. CivicPlus is an industry standard for municipal websites. CivicPlus will design and host a professional looking website. This will enable us to have a modern, mobile friendly web presence.

FUNDING: Loan Proceeds

| | Initial Cost & Maintenance | 1st year | 2 nd year |
|---|-------------------------------|----------|----------------------|
| Annual Investment Payments subject to annual 5% increase year three and beyond | \$28,848 | \$5,835 | \$5,835 |
| Total Cost | \$40,518 | | |

EXHIBITS: CivicPlus Quote, CivicPlus GSA Contract, List of City's using CivicPlus

AMA ACTION: Vote to Authorize Chairman to Sign the Contract approving recommendation to purchase website redesign and hosting from CivicPlus (GSA Contract # GS-35F-0124U), 302 S. 4th Street, Suite 500, Manhattan, KS 66502.

STAFF RECOMMENDATION: Stated AMA Action



ACHIEVING YOUR VISION

ALTUS, OKLAHOMA

MIKE SPENCER, REGIONAL SALES MANAGER



October 28, 2015

RE: Website Redesign Proposal

Dear Mr. Gibson:

Meeting the expectations of citizens is at the core of civic responsibility. Finding that perfect blend of functionality, ease of maintenance and citizen engagement can be daunting. Today's "what I want, when I need it" population is all about digital and timely responses. Saving time and money and increasing citizen satisfaction is every government entity's goal. How do you achieve both? It's easy with CivicPlus—we help you achieve your vision of success.

Our company is passionate about our mission to help make local government better. We are not just designing a website, we are helping build a trusted and long-term relationship between you and your community through our state-of-the-art technology and process. Our expertise lies in collaborating with our clients to deliver the right solution, housed within a sophisticated and custom design that captures the culture of your community.

How will we help you achieve your vision? With our proven, **The 5 Essentials**, process to creating functional and dynamic websites and teaming with CivicPlus on the journey, you will get where you want to go.

- **Vision** – Finding your way with clarity. Determine where you want to go, and why.
- **Alignment** – Moving forward...together. Clearly communicate your goals and plans to all stakeholders.
- **Usability** – Navigating your journey in style. Designing a website that is up-to-date, easy-to-navigate and user friendly.
- **Mobility** – Keeping your visitors in touch – wherever they access. Today's websites need to be accessible from any device.
- **Measurement** – Monitoring how successful your website is throughout the process and beyond. Analyze and adjust to meet your needs.

The following information will show you how the CivicPlus solution will reduce your staff's workload, respect your available budget and most importantly provide your community with a powerful online resource. A resource that promotes open and transparent access to your municipal offices and becomes an engaging communication hub for your community.

Please review our proposal closely. We encourage you to contact our references and find out for yourself their experiences working with CivicPlus. We think you will be impressed. With CivicPlus, you will save time, resources, and dollars by moving your communications online and your citizens will find what they need, when they need it. We look forward to working with you and your staff to help make your vision become a reality.

Sincerely,



Mike Spencer, Regional Sales Manager
 Spencer@CivicPlus.com, 785-220-8510
 302 S. 4th Street, Suite 500, Manhattan, KS 66502

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



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ACHIEVING YOUR VISION

Altus' proactive vision to develop a user-friendly, self-service government web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Becoming your strategic, trusted partner is paramount to the professionals at CivicPlus.

Although you currently have a capable web presence, it's time for a new look with better functionality. CivicPlus will help you re-envision, re-new and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.

Our approach to achieving your vision will include:

- **Unique Design** – A customized website design to meet your unique needs and desires. This will include project design, development, and implementation of our GCMS, as well as hosting and continual support.
- **eGovernment Content Management System (GCMS®)** - A robust and sophisticated management system which allows migration of existing content and ease of use for your staff to update and manage.
- **Customized Training** – Offered either onsite or virtually, our trainers will ensure your staff is ready to hit the ground running at Go Live.
- **Dedicated Project Team & Continuing Support**- Your dedicated team will assist you through the development process, and includes your project manager, expert designer, and a team of content experts to edit and optimize your website. Our support team ensures your complete satisfaction with our products for as long as you are part of the CivicPlus family.
- **Fully Responsive Design** - As part of providing industry-leading technology, responsive design is included with your CivicPlus site. With responsive design, your site adjusts to the screen size regardless of the device they are using.
- **Guaranteed Redesign** - At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!
- **CP Connection** - *THE* place to stay in the loop! Our online community for all CivicPlus clients provides you the venue to exchange ideas and best practices with other CP clients; continue training and learning more about our GCMS and support services.



OUR PHILOSOPHY

Deliver a unique and customized, fully responsive website design reflecting your vision.

Intuitive navigation and page layout with unlimited submenus and subpages.

True live editing and training so your staff can be efficient on day one of your new website.

Interactive functionality through our GCMS® and continuously updated, cutting-edge solutions designed by experts specifically for you.

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



CIVICPLUS COMPANY OVERVIEW



CivicPlus is the unique provider of the Government Content Management System (GCMS®)—the most innovative, user-friendly and comprehensive source for engaging eGovernment websites. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

Today, under the leadership of founder Ward Morgan, CivicPlus has more than 200 staff members and continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 1,900 clients with over 50,000 users. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting. We consider it a privilege to partner with municipalities such as yours to provide your community a website that will serve your needs today and in the future.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community – so they can find the information they need, when they want it.

Why should Altus choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional consulting services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.



DID YOU KNOW?

Our clients have won over 370 state and national awards for their websites designed and implemented by CivicPlus. We think our clients' success speaks for the quality of our work.

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



- We develop highly-usable, mobile responsive sites so your website is available anywhere at any time.
- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly. We securely host your site in our state-of-the-art facilities – keeping it safe.
We exceed industry standards maintaining over 99.7% up time for our clients' websites!
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.

- Since our inception nearly 20 years ago, our focus has been and continues to be, helping local governments work better and that involves knowing what you need to be successful in your procurement process. From the RFP process and finalization interviews to contract negotiation and approval to accounting and billing, CivicPlus brings the experience and familiarity with procurement processes to help keep your project moving forward and moving smoothly.

Our dedication to working closely with you throughout the project and developing a unique-to-you design ensures we deliver a website that is not only functional, but will **WOW** your visitors.

We can't wait to get started on yours!



HEAR FROM OUR CUSTOMER

"I became increasingly impressed with the capabilities of CivicPlus. We had other companies come in and do presentations; some of the websites were beautiful, but they weren't as interactive or integrated with other modules or they were limited as to what they could do. The fact that CivicPlus customized from scratch, not from a template was fantastic. Every module could ever think of and more was fully integrated with the site — which was a dream come true."

Tricia Dzuris
Assistant to Town Manager
Chelmsford, MA

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



YOUR TEAM OF PROFESSIONALS

From project management, design and development to training and support, CivicPlus professionals will coordinate your needs with qualified, dedicated specialists who will work directly with you throughout your project development and beyond.



Mike Spencer – Regional Sales Manager

As your regional sales manager, I will initially work with you to determine the best solutions for your administrative users and website audience. My extensive knowledge of our GCMS®, website usability expertise and client-driven philosophy will ensure that we arrive at the best solution for your budget.

Katrina Lewison – Manager of Project Administration

Katrina leads our project management team. This team oversees inter-departmental and client interactions assuring that your project will be developed in a timely manner by professional website experts. Using their knowledge of effective online citizen engagement techniques, they will keep the process moving smoothly from phase to phase.



Jessica Jones – Manager of Content Development

Jessica's goal is to help make your website convey the messages you need. She heads our content development department. She will assign a team of developers to help you develop and maintain quality content for your site and keep your project on schedule.

Tony Ridder – Manager of Creative Services

Tony knows all things design. He is the head of our creative development and graphic representations and is responsible for each website overview and uniqueness. He leads our brilliant team of designers at CivicPlus and will team you with the right designer for your project.



Jim Steffensmeier – Manager of Training and Consulting

From consulting services to content development to technical specifications, our consulting and training department will assist you in developing the right message in the right way by the right team. He will coordinate his team of professionals to deliver the solutions you need to achieve your training and consulting success.

Troy Galvan - Manager of Account Management

After your GoLive date, Troy will assign an account manager to your project. Your account manager stays current on new CivicPlus products and will continue to optimize your site. This specialized team member will provide you with information on how to better engage your citizens utilizing the tools that CivicPlus has put into place on your website.



OUR PROJECT DEVELOPMENT APPROACH



Consulting, design, usability guidance, programming, secure hosting and dedicated training - CivicPlus delivers all of this and more during the development of your new website.

| Typical Project Timeline | Timeline |
|--|-------------------------------|
| Phase 1 – Website Optimization Includes: Needs assessment, best practices, and takeaways assigned. | 4-6 weeks |
| Phase 2 - Website Layout Includes: Layout presentation, mood board and main navigation review, design feedback meeting and approval and takeaways assigned. | 3-5 weeks |
| Phase 3 – Website Reveal Includes: Presentation of a functional website based on goals, recommendations and combined vision; final approval and take-aways assigned. | 3-5 weeks |
| Phase 4 – Customized Training Includes: Customized to give your staff the skills they need to maintain your website. | 3-4 weeks |
| Phase 5 – Go Live | 3-5 weeks |
| Website Launch | 16 - 24 Weeks (On Average) |



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



Kick-Off Meeting

During the initial kick-off meeting, you will meet your project manager to establish your project timeline, review the startup kit and discuss the takeaway items that need to be completed. Your project manager will discuss the implications of deadlines and the expectations required to keep the project on track.

Phase 1: Website Optimization

Review Needs

We will review where you are now and discuss where you want to go.

Functionality, Design & Content

We will review how you want your website to look, feel and function.

Best Practices

We will discuss our CivicPlus content best practices and standards.

Phase 2: Website Layout

Based on your results and goals outlined during the website optimization phase, your project team will collaborate to present the most effective user interface for your website, ensuring a flexible design optimized to display in any format now and in the future.

Deliverables Include:

- **Layout:** You will be presented with a custom layout that showcases the placement of your navigation and key functionality. Very similar to the floor plan of a house, the layout will allow you to focus on where things are and if the function and proportion of the space is adequate.
- **Global Navigation:** Simple navigation and consistent page layouts ensure that your visitors can easily find the information they seek. We'll provide you with a best practice navigation for your new website based on your community engagement goals and our prior experience in working with government entities.
- **Mood Board:** Your Project Team will also present a custom mood board reflecting the color and imagery that will set the tone for your design. A mood board is a collection of colors, textures, images, graphics, text and descriptive words. These items will be applied to the floor plan you choose. Think of this as the paint that will be used on the canvas that you have chosen.



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks



Phase 3: Website Reveal

Your Project Team will present your layout, functionality and design based on your goals, our recommendations and our combined vision.

Content Development

During the Kick-Off Meeting and Phase 1 your staff has the role of updating the content on your current primary site. While you are making design decisions, our content development team will optimize and reorganize your content based on CivicPlus best practices. Content from sites other than the primary site can be migrated to the new primary site for an additional fee.

The CivicPlus content usability experts research and establish their standards from the following resources: Jakob Nielsen, www.usability.gov and www.howto.gov. We will format and reorganize your content so it is easy for visitors to quickly scan and retrieve desired information. There is no limit to the pages you can create after you have gone through training.

Design Review

You will have the opportunity to evaluate and collaborate with the Project Team on proposed changes. You can revise your design composition up to the deadline that you and your project manager agree upon during the timeline meeting (the average client requests a total of three). After that deadline, your project's Go Live date will be adjusted. Following design approval and functionality development, we conduct a review to ensure your expectations are met and website best practices are upheld. Custom designs are rarely produced in anticipation of a project.

Copyright authorization and/or photography production are required unless you already have quality, usable photographs.

Accessibility Compliance

Our designers and programmers automatically implement all the accessibility features necessary to ensure your site is compliant with accessibility standards outlined within Section 508. We will make recommendations on best practices for keeping your content accessible and available for all users by ensuring that, among other things:

- All menu items are clickable
- Submenus display throughout the site
- Alt tags are used for images
- Site maps are dynamically generated
- Documents and links can be set to open in the same window

CivicPlus recognizes accessibility standards recommendations made by a variety of groups, including the World Wide Web Consortium (W3C) and the Web Accessibility Initiative (WAI) as written in the Web Content Accessibility Guidelines (WCAG). Through adherence to Section 508, CivicPlus is able to meet nearly all Priority One, Two and Three guidelines set forth in the WCAG. Those left unmet do not need to be addressed in order to allow basic access to content; some of the more stringent requirements of the WCAG may limit design and content development options.



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



Phase 4: Customized Training

Our goal for training is to give your staff the skills and tools they need to quickly and easily keep your website current. Trainers will work with you to ensure your staff is correctly trained. Before your site is launched, CivicPlus provides in-person or online webinar training to equip your staff with the knowledge, tools and comfort level needed to maintain the site's integrity upon Go Live.

Regardless of technical ability, we will help your staff gain the confidence to effectively maintain your website.

Features, Module & Page Creation Training

Included in our training for Administrators & Content Contributors will be delivering an understanding of your site's navigation and page layout and how these affect target audiences. We will instruct your staff on creating area-rights and back-end features for site administration as well as review all the modules included with your site. Your staff will learn how to create links, format text and lay out pages for usability and scannability.

CivicPlus training manuals and videos are available for download at no cost from our online resources.



Phase 5: Go Live

This is an exciting time; it is the last step before your new site launches! Your Project Team will provide you the information you need to prepare your site for Go Live.

Testing and Review

You typically have three weeks after training to become familiar with your site. This will allow you to add, create and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. Content changes will display and function the same way before and after your Go Live date.

Upon completion of a collaborative final review of the website and a final spelling and links checkup by our Quality Control Team, your domain name is directed to the newly developed website.

You are now a part of the CivicPlus family and will continue to receive both technical and consultative support from our support and account management team.



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



Your Role

We will need your help to create the strongest possible website for your community. During the process, you will have homework. Yes, homework! We will need you to:

Assess Your Current Website

For the best consulting experience possible the following takeaways need to be completed prior to your consulting:

- **Functionality and Design Form** - Prior to starting this form, research other websites that you like based on functionality and design elements. Provide URLs and specifics about what you like. This form also asks for details on your community's tagline, logo and branding.
- **Web Team Form** - Prior to starting this form, please have an understanding of your project goals, focus and expectations. This allows your CivicPlus project team to develop a site specific to your needs and lays the foundation for developing a highly functional information architecture.
- **Content Form** – The information that you provide on this form will also help our content development professionals to assess your wants and needs.

Clean House and Update Content

We will need you to update the content on your current primary live website. This step is critical to guaranteeing the information available is relevant, fresh and on-point. Your staff should delete any pages from your current website that you no longer want or need and ensure the remaining information is applicable and up-to-date. If you are not able to access your current site, our team will work with you to ensure that your content needs are addressed.

Gather Photos and Logos

Collect pictures that will be used in the overall design and logos or branding that should remain consistent.

Department List

Provide a list of all departments in your organization.

Website Statistics

Provide statistics from your current site for the previous 12 months along with a list of all pages and downloaded documents.

Site Map

Provide the outline of your current site's navigational structure.

External Application List

Supply a list of all third-party or in-house applications being utilized.

Verbatim Content

Compile a list of any content on your current website that must be migrated verbatim to your new site.

Update Internet Browsers



Timeline 3-6 Weeks



Timeline 3-5 Weeks



Timeline 3-5 Weeks



Timeline 3-4 Weeks



Timeline 3-5 Weeks



SCOPE OF WORK

Kick-Off Meeting

Deliverable: Project timeline, training jump start, online forms, kick-off meeting

CivicPlus will:

- Assign a project manager to your project
- Conduct a project Kick-off meeting to review awarded contract
- Assign your dedicated project manager
- Establish communication plan for project duration
- Identify all key internal and external key stakeholders
- Develop project plan and timeline
- Provide project management and support

What we will need from you:

- Completion of: Functionality and Design Form, Web Team Form and Content Form (prior to Phase 1)
- Attend Kick-off meeting with key stakeholders and decision makers
- Approval of the project timeline
- Update current primary content and delete any pages no longer needed or not to be migrated.

Phase 1: Website Optimization

Deliverable: Website optimization meeting

CivicPlus will:

- Provide communication support and status to key stakeholders via email or phone as needed
- Review goals and expectations you submitted on the completed forms to ensure all needs are clearly understood

What we will need from you:

- Gather and provide statistics from the current website for the previous 12 months
- Collect graphics to be incorporated in the new site
- Submit a list of all divisions and/or departments within the organization
- Submit a list of third-party and in-house developed applications presently being utilized
- A site map or outline of the current website's navigational structure
- A list of any content on the primary website that must remain intact (verbatim)

Phase 2: Website Layout

Deliverable: Website grayscale layout and mood board color pallet presentation

CivicPlus will:

- Present one custom layout in grayscale and one mood board color palette including placement of navigation, graphic buttons and feature areas - based on previously determined goals
- Begin design development once approved

What we will need from you:

- Approval of and/or request changes to layout and mood board concepts
- Review of marketing packet material and guidelines
- Phase 2 - Website Layout billing milestone complete



Phase 3: Website Reveal

Deliverable: Website design and production

CivicPlus will:

- Present a fully functional website on production URL
- Migrate all agreed upon content pages
- Migrate Microsoft Word or .pdf documents of current, plus previous three years, of agendas and minutes
- Conduct a quality review of the website to ensure the statement of work is met, after approval of design and functionality
- Coordinate training needs

What we will need from you:

- Evaluate and provide feedback on design and content
- Collaborate with CivicPlus on proposed changes
- Provide all necessary DNS items identified
- Submit any revisions to design (until agreed deadline date determined during Kick-off meeting)
- Design changes requested after agreed deadline date, will cause Go Live date to be adjusted

Phase 4: 3 Days of On-Site Customized Training (for up to 12 staff members)

Deliverable: Train *System Administrator(s)* on GCMS® Administration, permissions, setting up groups and users, module administration. *Basic User* training on pages, module entries, applying modules to pages. Applied use and usability consultation

CivicPlus will:

- Provide training as agreed upon for staff members, based on internal daily task and workflow
- Train staff on GCMS®, including updating content pages and modules
- Provide access to online training manuals and videos for additional assistance

What we will need from you:

- Provide a location for training with internet access
- Provide computers for training purposes
- Phase 4 - Training billing milestone complete

Phase 5: Go Live

Deliverable: Custom website launched to the public.

CivicPlus will:

- Address system issues identified
- Redirect the domain name to the newly developed website once you sign off on the completed project

What we will need from you:

- Test GCMS® functionality and update the final site as per approved timeline
- Report any system issues
- Sign off on finalized site before Go Live





Irving, Texas
www.ci.irving.tx.us

Client since December 2013

Angie Kilbourne
 Web Content Specialist
 972-721-8038
akilbourne@cityofirving.org



HEAR FROM
 OUR CUSTOMERS

"Converting our old web site in to the modern County web presence would have cost more in time and frustration than the reasonable cost associated with hiring CivicPlus consulting staff to lead the way."

Snohomish County, WA
 David Stroble
 Business Analysis & Project Management Team

EXPERIENCE & CLIENT REFERENCES

We have assisted more than 1,900 clients throughout the United States, Australia and Canada with the design, implementation and hosting of new, engaging, innovative and functional websites. Included are just a few examples of relevant sites, similar in scope to your project, which we have designed. But don't take our word for the success of these sites. Contact our clients and let them tell you about their experiences working with CivicPlus. Want to see more? Just let us know...we have about 1,900 we can share with you!





Forney, Texas

www.cityofforney.org

Client since February 2014

Leigh Corson
Director of Administrative
Services
972-564-7319
lcorsen@cityofforney.org



HEAR FROM OUR CUSTOMERS

"A company is created by its people. The CivicPlus staff is phenomenal. CivicPlus is going to understand what your town means to you and your residents and how you want your town or city to appear. They are just as passionate about promoting your area as you are."

Castle Rock, Colorado

Karen McGrath



Plano, Texas

www.plano.gov

Client since March 2012

Melissa Peachey
Interim Marketing Director
972-941-7324
melissap@plano.gov

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)

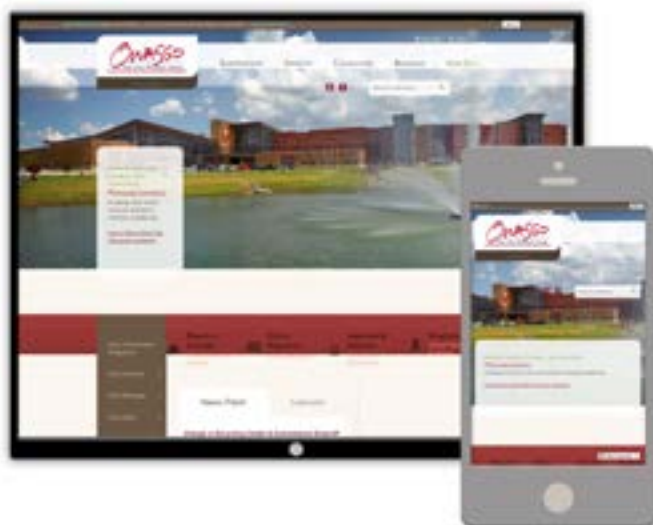




Inola, Oklahoma

www.inolaok.com

Deb Williamson
City Administrator
918-543-3172
debwilliamson@tds.net



Owasso, Oklahoma

www.cityofowasso.com

Teresa Wilson
IT Director
918-272-2251
twilson@cityofowasso.com



HOSTING & SECURITY SERVICES

CivicPlus protects your investment and takes hosting and security of our client sites seriously. Redundant power sources and internet access ensures consistent and stable connections. We invest over \$1.0m annually in to ensure we adapt to the ever-changing security landscape while providing maximum availability. To help ensure your site is protected at the level you need, CivicPlus offers two options for coverage.

Included Hosting & Security Package

Your system is monitored 24/7/365. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.7% guaranteed up-time. We've got you covered.

Platinum Hosting & Security Package

Ensuring your visitors can access your site and that it continues to be business as usual with least amount of interruption is attainable through the CivicPlus Platinum hosting and security. Cyber security is a high profile topic that makes the news almost daily. Every industry is a target, including local government. Our Platinum package protects your site through all of our included hosting and security features, but also adds the peace of mind of comprehensive and continuous DDoS protection. Our team has been pressure tested by high-profile events and has the experience and expertise to handle any situation. We've got you covered.

Ongoing Protection Services

If you choose the Included Package and experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options that are available to you at the time of event. Whatever your needs are we have an option that will be a fit for your community.



| Hosting & Security Features | Included Hosting & Security | Platinum Upgrade Hosting & Security |
|--------------------------------------|-----------------------------|-------------------------------------|
| Data Center | | |
| ■ Highly reliable data center | ✓ | ✓ |
| ■ Managed network infrastructure | ✓ | ✓ |
| ■ On-site power backup & generators | ✓ | ✓ |
| ■ Multiple telecom/network providers | ✓ | ✓ |
| ■ Fully redundant network | ✓ | ✓ |
| ■ Highly secure facility | ✓ | ✓ |
| ■ System monitoring | 24/7/365 | 24/7/365 |

| | | |
|--|--|---------|
| Hosting | | |
| ■ Automated GCMS software updates | ✓ | ✓ |
| ■ Server management & monitoring | ✓ | ✓ |
| ■ Multi-tiered software architecture | ✓ | ✓ |
| ■ Server software updates & security patches | ✓ | ✓ |
| ■ Database server updates & security patches | ✓ | ✓ |
| ■ Antivirus management & updates | ✓ | ✓ |
| ■ Server-class hardware from nationally recognized provider | ✓ | ✓ |
| ■ Redundant firewall solutions | ✓ | ✓ |
| ■ High performance SAN with N+2 reliability | ✓ | ✓ |
| Bandwidth | | |
| ■ Multiple network providers in place | ✓ | ✓ |
| ■ Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) | ✓ | ✓ |
| ■ Burst bandwidth | 22 Gb/s | 45 Gb/s |
| Disaster Recovery | | |
| ■ Emergency after-hours support, live agent (24/7) | ✓ | ✓ |
| ■ On-line status monitor by Data Center | ✓ | ✓ |
| ■ Event notification emails | ✓ | ✓ |
| ■ Guaranteed recovery TIME objective (RTO) | 8 hours | 4 hours |
| ■ Guaranteed recovery POINT objective (RPO) | 24 hours | 4 hours |
| ■ Pre-emptive monitoring for disaster situations | ✓ | ✓ |
| ■ Multiple data centers | ✓ | ✓ |
| ■ Geographically diverse data centers | ✓ | ✓ |
| DDoS Mitigation | | |
| Defined DDoS Attack Process | | |
| ■ Identify attack source | ✓ | ✓ |
| ■ Identify type of attack | ✓ | ✓ |
| ■ Monitor attack for threshold* engagement | ✓ | ✓ |
| DDoS Advanced Security Coverage | | |
| ■ Continuous DDoS mitigation coverage | Not Included Additional coverage available at time of event. (Additional fees apply) | ✓ |
| ■ Content Distribution Network support | | ✓ |
| ■ Proxy server support | | ✓ |
| ■ Live User Detection service | | ✓ |

*Thresholds:

Traffic exceeds 25 Mb/s sustained for 2+ hours

Traffic over 1 Gb/s at any point during attack

CONTINUING SERVICE & SUPPORT



CivicPlus won't be with you just for the development, design and launch – we will be here year after year to respond to new needs and new opportunities for you to continue to have the best site possible. We offer all of our clients continuing support and additional advantages as a member of the CivicPlus family.

Dedicated Account Management

CivicPlus has a team of dedicated account managers to help you implement the tools needed to successfully meet the level of Community Engagement that you desire. Upon website Go Live, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your site. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new website.

Around-the-Clock Technical Support

Our support personnel are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls and emails, and emergency services are available after regular hours with our on-call staff 24-hours a day.

In addition to fielding support requests, CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they even affect our clients' websites. Our expertise in website management provides assurance to our clients that their site is in good hands.



| Support | Maintenance of CivicPlus Application & Modules |
|--|---|
| 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) | Install service patches for OS system enhancements |
| 24/7 Emergency Support | Fixes |
| Dedicated support personnel | Improvements |
| 2-hour response during normal hours | Integration |
| Usability improvements | Testing |
| Integration of system enhancements | Development |
| Proactive support for updates & fixes | Usage License |
| Online training manuals | |
| Monthly newsletters | |
| Routine follow-up check-ins | |
| CivicPlus Connection | |

COMPANY & CONTACT INFORMATION

| | | | |
|---------------------|---|--------------------|---|
| Contact Information | Mike Spencer Regional Sales Manager Spencer@CivicPlus.com 785-323-4710 | Primary Office | 302 S. 4th Street, Suite 500 Manhattan, KS 66502 Toll Free 888-228-2233 Fax 785-587-8951 |
| Incorporated In | State of Kansas | Company Website | www.CivicPlus.com |
| Legal Name | Icon Enterprises, Inc. d/b/a CivicPlus | Company Founder | Ward Morgan, President/CEO |
| GSA Contract | # GS-35F-0124U | TIPS/TAPS Contract | # 2092613 |
| CMAS Contract | # 3-13-70-2966A | | |



PROJECT DEVELOPMENT ESTIMATE

All Quotes are in US Dollars and Valid for 60 Days from October 28, 2015.
Prices per project - fixed

| | | |
|----------------------------------|---|----------|
| Project Development & Deployment | Initial GCMS® upgrades, maintenance and support Migration of 140 pages of existing content | Included |
|----------------------------------|---|----------|

| | | |
|--------------------------------------|---------------------------------------|----------|
| Project Enhancements & Functionality | 3 Days of On-Site Customized Training | Included |
|--------------------------------------|---------------------------------------|----------|

| | | |
|--------------------|---|----------|
| Hosting & Security | Included Hosting server storage not to exceed 20 GB | Included |
|--------------------|---|----------|

Total Investment Year 1

\$28,848

(Find out below how our CivicPlus Advantage alternative payment plan can assist you)



Ongoing Protection Services allows you to receive maximum benefit at minimal cost and protecting your investment is important. You'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up to date with our latest features and functionality. Includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community.

Billed 12 months from contract signing - subject to annual 5% increase year three and beyond (Beginning Year 2)

\$5,835



CivicPlus Advantage eases the budgetary impact of your new site and provides a **level payment plan** option which will dramatically lower your Year 1 Investment, project development and start-up costs. Through a minimum four-year contract, this **zero interest plan** spreads your investment costs over the life of the contract.

| | 1st year | 2nd year | 3rd year | 4th year |
|--|----------|----------|----------|----------|
| CivicPlus Advantage Annual Investment Payments | \$13,506 | \$13,506 | \$13,506 | \$6,127 |



**CIVICPLUS
ADVANTAGE**

Find out below how our CivicPlus Advantage alternative payment plan can assist you.



**CIVICPLUS
REDESIGN
GUARANTEE**

At the end of your four year of continuous service with us, you are eligible to receive a brand new website redesign with no further out-of-pocket expense. Your website stays current and does not need to be re-built from the ground up again!

Attachment: CivicPlus Proposal - OK, Altus (1110 : CivicPlus)



CIVICPLUS FEATURES & FUNCTIONALITY

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus Government Content Management System (GCMS®) utilizes Microsoft SQL Server, ASP, JavaScript and HTML for web development.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

| Modules | Functionality |
|--|------------------------------------|
| Agenda Center | Action Items Queue |
| Alerts Center & Emergency Alert Notification | Audit Trail / History Log |
| Archive Center | Automated PDF Converter |
| Bid Postings | Automatic Content Archiving |
| Blog | Dynamic Breadcrumbs |
| Business/Resource Directory | Dynamic Sitemap |
| Citizen Request Tracker™ | Expiring Items Library |
| Community Connection | Graphic Link Administration |
| Community Voice™ | Links Redirect |
| Document Center | Menu Management |
| ePayment Center or eCommerce Integration | Mouse-over Menu Structure |
| Facilities & Reservations | Live Editing and Page Creation |
| Frequently Asked Questions | Online Web Statistics |
| Forms Center | Printer Friendly/Email Page |
| Intranet | RSS |
| Job Postings | Site Layout Options |
| My Dashboard | Site Search & Entry Log |
| News Flash | Slideshow |
| Notify Me™ email and 500 SMS subscribers | Social Media Integration |
| Photo Gallery | User & Group Administration Rights |
| Quick Links | Web Page Upload Utility |
| Spotlight | Website Administrative Log |
| Staff Directory | |



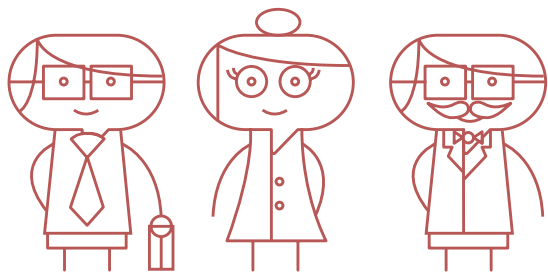
CIVICPLUS PREMIUM MODULES

- Agenda Center – Create and display agendas and minutes for various civic organizations
- Alert Center - Graphically show when there is an emergency or important notification
- Bid Postings - Simple and easy to use method of posting your bids
- Blog - Post opinions/information about various topics. Can also be set up to allow site visitors to comment and subscribe
- Business / Resource Directory – The *Yellow Pages* of your website
- Calendar – Create multiple calendars for various divisions and departments
- Citizen Request Tracker™ - Allow users to report a problem while providing follow-up communication with the point of contact
- Community Voice™ – Open forum in which citizens can interact while allowing you to showcase projects in your community
- Document Center – Organize and house documents in department or division folders and sub-folders
- Payment Center - Integrate eCommerce on your website with no third-party store to setup
- Facilities & Reservations - Facilities and meeting places in one convenient place allowing reservations online
- Form Center - Create custom online forms that can be completed and submitted online
- Frequently Asked Questions (FAQs) – Answer the most frequently asked questions from your visitors
- Job Postings - Post available jobs in an easy to access manner
- My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- NotifyMe™ - Send out mass emails to subscribers of specific lists and modules, includes 500 SMS subscribers
- News Flash - Post organizational news items, right on your home page, that are important to your citizens
- Opinion Poll – Interact with your site visitors by posting various questions and polls
- Photo Gallery - Store and display photos
- Quick Links - Place links on any page
- Spotlight – Allows you to highlight important text or widgets in a compact, easy-to-update module
- Staff Directory - Detailed contact information for your staff and offices

Social Networking & Gov 2.0

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. From community-centric pages on Facebook to real-time Twitter feeds that can deliver emergency alerts, we are dedicated to helping our clients integrate their web content into the most dynamic social media sites and make their marks in the world of Gov 2.0.

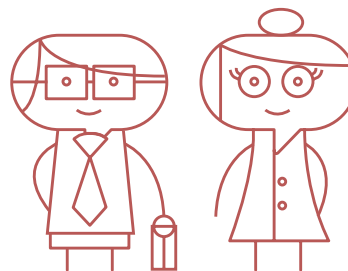
CivicPlus can sync your website to your Facebook and Twitter profiles to automatically publish news, notices, and calendar events on Facebook with a link to your website for more information. Twitter's short, 140-character "tweets"



offers a way to distribute information quickly and effectively. Other social networking sites (such as LinkedIn, YouTube, Pinterest, etc.) can be featured on your website as links to your profile on those websites.

Administrative Features

- **Instantaneous Updates** – Once published, updates are posted to the live site in real time.
- **Browser Based** – No installation of programs or software needed! Your staff can update the site from an internet connection or platform (Mac or PC) at any time.
- **Mobile Updates** – Immediately upgrade your site from any location using your tablet or phone.
- **Action Items** – Direct access to a queue of pending items to be published or reviewed by the administrator upon login.
- **Site Search and Search Log** – Powerful site search automatically indexes all content making it easy for visitors to find information. A log of all words that have been searched by visitors is kept, allowing you to update highly searched information and feature key items.
- **Automatic Alt Tags** – Built-in features ensure your site is Section 508 compliant without having to know the requirements.
- **Bad Links Identifier** - This module creates a list of the broken links on your site when they are accessed.
- **Content Creation** - The CivicPlus GCMS® makes it easy to add new content, edit old content, and keep page layout consistent through use of our *What You See Is What You Get* (WYSIWYG) editor. Content changes will not affect the design - site breadcrumbs, page structure and sitemaps will dynamically update upon publishing. With mega menus and drop-down, pop-out menu functionality, you can essentially get to any page on your website within a single click if desired!
- **Content Scheduling** - Material throughout the entire system can be set to auto-unpublish (expire) or it can be manually retired.
- **Content Versioning** - The GCMS includes version control, a history log for reviewing changes made within the system, file locking through our permission system and an archive of all published content.
- **Dynamic Layout** - The layout for your website will be determined by you and the designer. Placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily.
- **Dynamic Page Components** - Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation Department can be customized with specific lists of events, FAQs and news announcements pertaining to that department.
- **Dynamic Breadcrumbs and Site Map** - Dynamic Breadcrumbs are used to show a visitor's location within the site. Breadcrumbs are automatically generated by our system. A dynamically generated site map automatically updates to reflect your new navigation if changes are made.
- **eCommerce Integration** - CivicPlus offers our ePayment Center in the GCMS, but we also work with numerous trusted third-party payment processors to handle payment and account information, allowing visitors to easily log on and pay bills ranging from property taxes to utilities.
- **History Log** - Easily tracks changes made to your website including items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable and exportable.
- **Integration/Interfacing** - CivicPlus' integration services work cohesively with most third-party software applications. We have the capability to link with most software or databases currently utilized. Systems such as purchasing, taxes, assessment and utilities have been developed for many of our clients.



- **Intranet** - An intranet is a secure location on your website that allows employees and other groups to login and access non-public resources and information. You will have the ability to set up multiple intranet groups with varying view rights.
- **Levels of Rights** - Levels of Rights may be defined as publishers (create or publish) or authors (create but not publish), or as administrators of modules. Assigned groups may have the right to update their own content without affecting web pages, menu structure, top of page, banner or navigation.
- **LDAP Authentication** - LDAP authentication provides a powerful and simple way to manage users and permissions within our system by syncing your website with your existing active directory database - negating the need for multiple user upload and sign-on. Because LDAP authentication requires custom programming time, additional fees apply.
- **Link Redirects** - Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>. A more intuitive approach to help visitors find particular pages.
- **Maps** – Help website users find commonly requested information such as bus routes, highways, tourist attractions, education information, major employers, or demographics. Maps can be simple, clickable maps, using our Image Map Editor, or more sophisticated JavaScript or Flash (additional fees required for JavaScript or Flash development).
- **Printer Friendly** - Our printer friendly functionality does separates critical content from the site template to provide a clean print without menu structure and banner information included.

- **RSS Feeds** - RSS stands for Real Simple Syndication and in short, it brings your site to the people. After signing up, they receive email notifications of the latest news updates.
- **Supported Browsers** - CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including: Internet Explorer, Firefox, Safari and Chrome.
- **Website Statistics** - Administrators will be trained on the use and analysis of web statistics, provided through Piwik Analytics.

Application Programming Interfaces

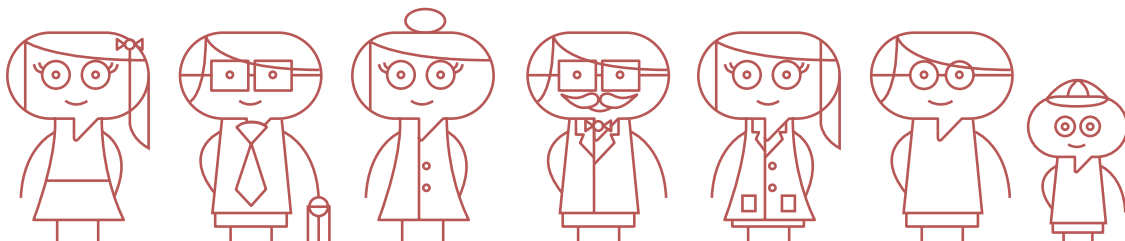
We have nearly a dozen application programming interfaces (APIs) throughout the system and continue to build more to make integrations with our GCMS® and disparate applications as straightforward as possible. It's this "open architecture" approach that allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs and tie them into the site, using the site itself as a sturdy platform on which to build.

Media Center - Mobile Video

CivicPlus offers a robust mobile video experience as part of our Media Center solution. Consumption of mobile video is continuing to grow, and providing this option as part of your overall mobile experience is a must have to drive engagement. Media Center is available for an additional fee.

Mobile Video

- Just about any file format is supported and are easily searchable, shareable and accessible from all devices.
- Live streaming is also available—use for anything from traffic cams to beach cams (additional charges may apply).



**Contact Information****Organization**

URL

Street Address

Address 2

City

State

Postal
Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone**Emergency Contact & Mobile Phone****Emergency Contact & Mobile Phone****Billing Contact**

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

ST

Postal
Code

Tax ID #

Sales Tax
Exempt #

Billing Terms

Account
Rep

Info Required on Invoice (PO or Job #)

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)



GSA Contract Terms & Conditions

Invoicing & Payment Terms

1. As detailed in Exhibit A.1 – Project Development Scope of Work, one half of the total First Year Fee will be invoiced at the completion of the following phases:
 - a. Phase 2: Website Layout – one half of the Total Fees Year 1.
 - b. Phase 4: Customized Website Training - the remaining half of the Total Fees Year 1.
2. Year 2 Annual Services will be invoiced one (1) year from contract signing.
3. Each year this Agreement is in effect, a technology investment, not to exceed, 5 percent (%) of the total Annual Services costs will be applied.
4. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
5. Client allows CivicPlus to display a “Government Websites by CivicPlus” insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.
6. If a client change in timeline causes CivicPlus to incur additional expenses (i.e. airline change fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed \$1,000 per CivicPlus resource per trip.

Agreement Renewal

7. This contract shall remain in effect for a period of one year (12 months) from signing. In the event that neither party gives 60 days’ notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. After 48 consecutive months under the terms of this contract and associated pricing, Client will be fully eligible for a CivicPlus Basic Redesign at no additional cost.
8. Either party may terminate the agreement at the end of the contract term by providing the other party with 60 days written notice prior to the contract renewal date.
9. In the event of early termination of this Agreement by the Client, Client forfeits eligibility for the CP Basic Redesign and payment of services rendered is due within 15 days of termination.
10. This contract may be extended to any municipality in the State of Oklahoma to purchase at contract prices in accordance with the terms stated herein.

Ownership & Content Responsibility

11. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content (defined as website graphic designs, the page content, all module content, all importable/exportable data, and all archived information).
12. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

Intellectual Property

13. Intellectual Property of the CivicPlus Government Content Management System (GCMS®) will remain the property of CivicPlus.
14. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet “links” to the GCMS® software or “frame” or “mirror” any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.



Indemnification

15. Client and CivicPlus shall defend, indemnify and hold the other Party harmless, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the gross negligence or willful misconduct on the part of either party.

Liabilities

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.
18. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on the website. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client

Date

CivicPlus

Date

Sign and E-mail the entire contract with exhibits to:

Contracts@CivicPlus.com

We will e-mail a counter-signed copy of the contract back to you so we can begin your project.

CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:

CivicPlus Contract Manager
302 S. 4th Street, Suite 500
Manhattan, KS 66502

Upon receipt of signed original, we will counter-sign and return the copy for your files.

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)



Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 30 Days from September 5, 2014.

| Labor Category | GSA Hourly Rate with IFF | Hours | Total Cost |
|--|--------------------------|-------|--------------------|
| Website Consultant | \$149.01 | 10 | \$1,490.10 |
| Project Manager | \$135.86 | 55 | \$7,472.30 |
| Network Consultant | \$135.86 | 10 | \$1,358.60 |
| Wireless Network Technician | \$135.86 | 0 | \$0.00 |
| Programmer | \$131.48 | 10 | \$1,314.80 |
| Graphic Designer | \$109.57 | 40 | \$4,382.80 |
| Writer | \$109.57 | 0 | \$0.00 |
| Server and Network Technician | \$109.57 | 10 | \$1,095.70 |
| Trainer | \$109.57 | 45 | \$4,930.65 |
| PC Technician | \$89.41 | 8 | \$715.28 |
| Content Developer | \$80.64 | 75.5 | \$6,088.32 |
| Total First Year Fee (includes first year annual services of \$5,835) | | | \$28,848.55 |

| | |
|---|----------------|
| Second Year Annual Services – 12 months from contract signing Server Storage not to exceed 20 GB Subject to annual 5% increase year 2 and beyond | \$5,835 |
|---|----------------|

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)

| Project Development and Deployment Includes the Following: | |
|--|---|
| Modules | Functionality |
| <ul style="list-style-type: none"> Agenda Center Alerts Center & Emergency Alert Notification Archive Center Bid Postings Blog Business/Resource Directory Calendar Citizen Request Tracker™ (5 users) Community Connection Community Voice™ Document Center ePayment Center Facilities & Reservations Frequently Asked Questions Forms Center Intranet Job Postings My Dashboard News Flash Notify Me® email and 500 SMS subscribers Photo Gallery Quick Links Real Estate Locator Spotlight Staff Directory | <ul style="list-style-type: none"> Action Items Queue Audit Trail / History Log Automated PDF Converter Automatic Content Archiving Dynamic Breadcrumbs Dynamic Sitemap Expiring Items Library Graphic Link Administration Links Redirect Menu Management Mouse-over Menu Structure Online Editor for Editing and Page Creation (WYSIWYG) Online Web Statistics Printer Friendly/Email Page RSS Site Layout Options Site Search & Entry Log Slideshow Social Media Integration (Facebook, Twitter, Instagram) User & Group Administration Rights Web Page Upload Utility Website Administrative Log |



Exhibit A.1 Project Development Scope of Work

| | |
|--|---|
| Kick-Off <u>Deliverable:</u> Project Timeline, training jump start information, online forms, kick-off meeting | |
| CivicPlus will: <ul style="list-style-type: none"> • assign a project manager to this project • conduct a Project Kick-off to review awarded contract • establish communication plan for the duration of the project effort • work with Altus to identify all key internal and external project stakeholders • develop project timeline • provide access to CivicPlus University (online training manuals, videos and other resources) for the Altus staff | Altus will: <ul style="list-style-type: none"> • complete the following prior to Phase 1: Functionality and Design Form, Web Team Form and Content Form, Roles and Responsibilities Form and DNS Form • review and approve of project timeline within 5 business days • attend a kick-off meeting with key stakeholders or decision makers • if modifications are required after the review of the initial project timeline, Altus has 10 business days to address the modifications and come to a consensus • approve the project timeline (limited to two reviews) prior to proceeding with the project • update the current primary live website content and delete any pages from the website that are no longer wanted or needed |
| Phase 1: Website Optimization <u>Deliverable:</u> Website Optimization Meeting | |
| CivicPlus will: <ul style="list-style-type: none"> • communicate status to Altus, key stakeholders and personnel via emails or phone calls as needed • review the goals and expectations submitted on the forms Altus completed to ensure Altus' needs are clearly understood • gather preliminary design data for use | Altus will provide: <ul style="list-style-type: none"> • statistics from the current website from the past 12 months (optional) • pictures to be used in the overall design of the new website • a list of all divisions and/or departments within the organization • a list of third-party and in-house developed applications presently being utilized on the current website • a site map or outline of the current website's navigational structure if possible • a list of any content on the current primary website that must remain as is (verbatim) because of legal requirements |
| Phase 2: Website Layout <u>Deliverable:</u> Website grayscale layout and mood board color pallet presentation | |
| CivicPlus will: <ul style="list-style-type: none"> • present one custom layout in grayscale form and one mood board color palette based on the goals determined in the previous phase. The presented layout will show the placement of the navigation, graphic button and feature areas. The mood board will reflect the color and imagery that will represent the tone of the design • begin development of the website design upon layout and mood board approval | Altus will: <ul style="list-style-type: none"> • approve one layout and the mood board • review marketing packet material and guidelines • Website Layout billing milestone complete |



| | |
|--|---|
| Phase 3: Website Reveal <u>Deliverable:</u> Website design and production website. | |
| CivicPlus will: <ul style="list-style-type: none"> • present a fully functional website on a production URL • migrate 137 content pages from www.altusok.gov to the production URL • conduct a quality review of the website to ensure the functionality and usability standards are met • work with Altus to adjust design and content changes • work with Altus to prepare for training • migrate current plus the past three years Agendas & Minutes in Microsoft Word.DOC or Adobe PDF format | Altus will: <ul style="list-style-type: none"> • evaluate the website design and content and provide CivicPlus with feedback • collaborate with CivicPlus on proposed changes • revise the design according to the approved timeline • if revised design changes are requested after the design approval timeline date, the project's Go Live date will be adjusted out (training and billing milestones will remain as per approved timeline) • provide CivicPlus will all the necessary DNS items identified for the website |
| Phase 4: 3 Days of Onsite Customized Training (for up to 12 staff members) <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website. | |
| CivicPlus will: <ul style="list-style-type: none"> • provided training to Altus before the website goes live • train up to 12 Altus staff members based on internal daily tasks and workflow • train staff members on how to use the GCMS®, update content pages and modules | Altus will: <ul style="list-style-type: none"> • provide a location for training in Altus with internet access • provide computers for staff to be trained on • Phase 4: Training billing milestone complete |
| Phase 5: Go Live <u>Deliverable:</u> Custom website launched to the public. | |
| CivicPlus will: <ul style="list-style-type: none"> • address system issues and bugs that Altus finds • redirect the domain name to the newly developed website as per approved timeline | Altus will: <ul style="list-style-type: none"> • test and update the final site as per approved timeline • notify CivicPlus on any system issues or bugs found in the website |
| Project Enhancements <ul style="list-style-type: none"> • CivicMedia (with 10 GB of storage) | |



Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for CP Basic Redesign

- New design for all items originally contracted for (main site, department headers and subsites)
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, and application of new site styles. Note: Content will **not** be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

Attachment: V 06.01.15 - OK, Altus GSA Contract (1110 : CivicPlus)

**Exhibit C - Premium Included Hosting**

| | |
|--------------------------|--|
| Data Center | <ul style="list-style-type: none"> • Highly Reliable Data Center • Managed Network Infrastructure • On-Site Power Backup & Generators • Multiple telecom/network providers • Fully redundant Network • Highly Secure Facility • 24/7/365 System Monitoring |
| Hosting | <ul style="list-style-type: none"> • Automated GCMS® Software Updates • Server Management & Monitoring • Multi-tiered Software Architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability |
| Bandwidth | <ul style="list-style-type: none"> • Multiple network providers in place • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) • 22 Gb/s burst bandwidth |
| Disaster Recovery | <ul style="list-style-type: none"> • Emergency After-hours support, live agent (24/7) • On-line status monitor at data center • Event notification emails • Guaranteed recovery TIME objective (RTO) of 8 hours • Guaranteed recovery POINT objective (RPO) of 24 hours • Pre-emptive monitoring for disaster situations • Multiple data centers • Geographically diverse data centers |
| DDoS Mitigation | <ul style="list-style-type: none"> • Defined DDoS Attack Process <ul style="list-style-type: none"> • Identify attack source • Identify type of attack • Monitor attack for threshold engagement |

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)



Exhibit D - Support and Maintenance

Support Services

CivicPlus' on-site support team is available from 7:00 am to 7:00 pm CT to assist clients with any questions, concerns or suggestions regarding the functionality and usage of CivicPlus' GCMS® and associated applications. The support team is available during these hours via CivicPlus' toll-free support number and e-mail. Support personnel will respond to calls as they arrive (under normal circumstances, if all lines are busy, messages will be returned within two hours; action will be taken on e-mails within four hours), and if Client's customer support liaison is unable to assist, the service escalation process will begin.

Emergency support is available 24-hours-a-day for designated, named Client points-of-contact, with members of both CivicPlus' project management and support teams available for urgent requests. Emergency support is provided free-of-charge for true emergencies (ie: website is down, applications are malfunctioning, etc.), though Client may incur support charges for non-emergency requests during off hours (ie: basic functionality / usage requests regarding system operation and management). The current discounted rate is \$175/hour.

CivicPlus maintains a customer support website that is accessible 24-hours-a-day with an approved client username and password.

Service Escalation Processes

In the event that CivicPlus' support team is unable to assist Client with a request, question or concern, the issue is reported to the appropriate CivicPlus department.

Client requests for additional provided services are forwarded to CivicPlus' Client Care personnel.

Client concerns/questions regarding GCMS® or associated application errors are reported to CivicPlus' technical team through CivicPlus' issue tracking and management system to be addressed in a priority order to be determined by CivicPlus' technical team.

All other requests that do not meet these criteria will be forwarded to appropriate personnel within CivicPlus' organization at the discretion of the customer support liaison.

| Included Services: | |
|---|--------------------------------|
| Support | Maintenance of CivicPlus GCMS® |
| 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) | Install Service Patches for OS |
| 24/7 Emergency Support | System Enhancements |
| Dedicated Support Personnel | Fixes |
| Usability Improvements | Improvements |
| Integration of System Enhancements | Integration |
| Proactive Support for Updates & Fixes | Testing |
| Online Training Manuals | Development |
| Monthly Newsletters | Usage License |
| Routine Follow-up Check-ins | |
| CivicPlus Connection | |



Exhibit E - CivicPlus Service Level Agreement

CivicPlus will use commercially reasonable efforts to make the GCMS® available with a Monthly Uptime Percentage (defined below) of at least 99.7%, in each case during any monthly billing cycle (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

Definitions

- "Monthly Uptime Percentage" is calculated by subtracting from 100% the percentage of minutes during the month in which the GCMS, was "Unavailable." Monthly Uptime Percentage measurements exclude downtime resulting directly or indirectly from any Exclusion (defined below).
- "Unavailable" and "Unavailability" mean:
 - The HTML of the home page of the site is not delivered in 10 seconds or less 3 times in a row when tested from inside our network and returns a status of 200.
 - The Main page of the site returns a status other than 200 or 302 3 times in a row.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.

Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month accordance with the schedule below.

Monthly Uptime Percentage

Less than 99.7%

Service Credit Percentage

1% of one month's fee

We will apply any Service Credits only against future payments otherwise due from you. Service Credits will not entitle you to any refund or other payment from CivicPlus. A Service Credit will be applicable and issued only if the credit amount for the applicable monthly billing cycle is greater than one dollar (\$1 USD). Service Credits may not be transferred or applied to any other account. Unless otherwise provided in the Client Agreement, your sole and exclusive remedy for any unavailability, non-performance, or other failure by us to provide the service is the receipt of a Service Credit (if eligible) in accordance with the terms of this SLA.

Credit Request and Payment Procedures

To receive a Service Credit, you must submit a claim by opening a case with Support. To be eligible, the credit request must be received by us by the end of the second billing cycle after which the incident occurred and must include:

1. the words "SLA Credit Request" in the subject line;
2. the dates and times of each Unavailability incident that you are claiming;
3. the affected Site domains; and
4. Any documentation that corroborate your claimed outage.

If the Monthly Uptime Percentage of such request is confirmed by us and is less than the Service Commitment, then we will issue the Service Credit to you within one billing cycle following the month in which your request is confirmed by us. Your failure to provide the request and other information as required above will disqualify you from receiving a Service Credit.

SLA Exclusions

The Service Commitment does not apply to any unavailability, suspension or termination of GCMS®, or any other GCMS® performance issues: (i) that result from a suspension; (ii) caused by factors outside of our reasonable control, including any force majeure event or Internet access or related problems beyond the demarcation point of CivicPlus; (iii) that result from any actions or inactions of you or any third party; (iv) that result from your equipment, software or other technology and/or third party equipment, software or other technology (other than third party equipment within our direct control); (v) that result from any maintenance as provided for pursuant to the Client Agreement; or (vi) arising from our suspension and termination of your right to use the GCMS® in accordance with the Client Agreement (collectively, the "SLA Exclusions"). If availability is impacted by factors other than those used in our Monthly Uptime Percentage calculation, then we may issue a Service Credit considering such factors at our discretion.

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)



Disaster Recovery Feature Service Commitment

CivicPlus will use commercially reasonable efforts to make insure that in the event of a disaster that make the Primary data center unavailable (defined below) Client site will be brought back online at a secondary data center (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

Definitions

- "Datacenter availability" is determined by inability to provide or restore functions necessary to support the Service. Examples of necessary functions include but are not limited Cooling, Electrical, Sufficient Internet Access, Physical space, and Physical access.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.
- Recovery Time Objective (RTO) is the most anticipated time it will take to bring the service back online in the event of a data center event.
- Recovery Point Objective (RPO) the amount of data lost that is considered acceptable.

Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month accordance with the schedule below.

Recovery Time Objective

8 Hours

Service Credit Percentage

10% of one month's fee

Recovery Point Objective

24 Hours

Service Credit Percentage

10% of one month's fee

Attachment: V 06.01.15 - 0159 - OK, Altus GSA Contract (1110 : CivicPlus)

Ken Pike

From: Jerry Gibson
Sent: Tuesday, October 27, 2015 2:05 PM
To: Ken Pike
Subject: FW: OK cities using Civic Plus

Thanks,

Jerry

From: Matt Wojnowski
Sent: Tuesday, October 27, 2015 1:52 PM
To: Jerry Gibson <jgibson@altusok.gov>
Subject: OK cities using Civic Plus

Broken Arrow
Edmond
Midwest City
Owasso
Ardmore
Ponca City
Sapulpa
Sand Springs
Claremore
McAlester
Chickasha
Miami

Thanks,

Matt Wojnowski
Assistant City Manager

TEAM ALTUS

Attachment: list of citys (1110 : CivicPlus)

**Altus Municipal Authority
Budget Amendment FY 2015-2016
Enterprise Fund**

Estimated Revenue or Fund Balance

| Fund Number | Account Number | Department | Description | Balance Before Amendment | Amount of Amendment Increase (Decrease) | Balance After Amendment |
|-------------|----------------|------------|---------------|--------------------------|---|-------------------------|
| 53 | 450105 | Revenues | Loan Proceeds | \$ 1,718,500.00 | 14,500.00 | \$ 1,733,000.00 |
| | | | | | | - |
| | | | Total | | \$ 14,500.00 | |

Appropriations

| Fund Number | Account Number | Department | Description | Balance Before Amendment | Amount of Amendment Increase (Decrease) | Balance After Amendment |
|-------------|----------------|------------|----------------|--------------------------|---|-------------------------|
| 53 | 5-25-5301.120 | Enterprise | Website Revamp | \$ 16,891.00 | 14,500.00 | \$ 31,391.00 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | Total | | \$ 14,500.00 | |

Approved by the Municipal Authority this
17th Day of November 2015

Approved:

Chairman

Attest:

Secretary

Explanation of Budget Amendment:

This amendment recognizes receipt of loan proceeds
and appropriates it to be spent on capital purchases for the
website revamp.

Posted By _____ Date _____ BA# _____ Pkt.# _____

Attachment: BA 53 11-17 loan proc to website (1110 : CivicPlus)